

A **resume** is a concise document that summarizes your experience, education, skills and achievements. Most internships, jobs, academic programs, and grad schools require a resume as part of the application process. Your resume is a way to set yourself apart from other applicants, and answers the question, “Why should we interview you?”

RESUME BASICS

RESUMES USUALLY INCLUDE THESE BASIC SECTIONS:

- Header
- Education
- Experience
- Skills

RESUMES CAN INCLUDE CUSTOMIZED SECTIONS SUCH AS:

- Summary or highlights of qualifications
- Projects
- Specific experience (ex: teaching experience, research experience)
- Leadership or activities
- Awards

GREAT RESUMES USE DESIGN TO HIGHLIGHT CONTENT.

- Formatting should draw attention to your most important points.
- Use **bold font**, CAPITALS, and spacing to make sections and titles stand out; avoid *italics*.
- Font choice should be clear, elegant and classic. (Refer to page 5 for recommended fonts.)
- Use no more than two fonts.
- Avoid pre-made templates as they are difficult to customize.

HOW LONG IS TOO LONG?

- Some industries insist on one page, such as business, finance, and media.
- Most industries accept a one-and-a-half to two-page resume, warranted by experience.
- Don't go over two pages, unless you are writing a CV (curriculum vitae) for grad school.
- Write a long master resume that includes everything, then customize it to the specific position you are applying for.

GETTING STARTED:

- Write a first draft using the following tips and samples as a guide.
- Bring your draft to meet with a SPARC counselor, no matter how rough it is.
- If you are stuck or need help getting started, visit SPARC. No matter what your experience or lack thereof, SPARC staff and student workers can help you write a resume.

RESUME BASICS

HEADER

- Your name should be **BIG** and **BOLD**. Use a font size of 16pt. or larger.
- Always include your email and phone number.
- Include just **one** physical address or location. If you are worried about including your full address, include just the city and state.
- Include your website or online portfolio if applicable to the position.

SUMMARY OR HIGHLIGHTS OF QUALIFICATIONS

This section is **optional**, but can be very effective. If you include this section, it goes at the top of the resume, just below the heading. Use this section to highlight areas where your skills, experience or expertise **directly reflect the job description**. This might include length of experience in a certain area, specific skills, expertise, languages, etc.

Highlights must be customized for a specific position and include 3-5 bullet points.

Examples of highlights (for different positions):

- Four-plus years' experience working with youth ages 5-17
- Experience using social media for professional outreach: Facebook, Twitter, Instagram
- Bilingual English/Spanish
- Three years' experience planning events for student groups and community organizations
- Multi-instrumentalist: piano, saxophone, clarinet, trumpet, guitar

EDUCATION

- Begin with your most recent school and work backwards chronologically.
- Put the name of each school in bold. Include city and state.
- Include your degree or anticipated degree, and your graduation date.
- Other options are: concentration, relevant coursework, senior thesis, awards.
- As you gain more experience and education, remove your high school.

Generic example:

Hampshire College, Amherst, MA

Bachelor of Arts expected: *Expected graduation date*

Concentration: *Your concentration*

Senior Thesis: *Your Div III title*

EXPERIENCE

Experience is not limited to paid positions. You can include:

- Internships, community service, volunteer positions
- Summer jobs
- Campus jobs, student leadership
- Research, independent projects
- Teaching assistantships, and more!!

Experience section headings can be customized to highlight your most relevant experience.

For example:

- Related Experience; Research Experience; Communications Experience; etc.
- Leadership Experience; Activities
- Other Experience; Employment

Within each experience section, list positions in reverse chronological order with a heading that includes:

- Title/Position, Dates of Employment
- Company/Organization, City and State

Beneath each heading, list your most relevant responsibilities and accomplishments.

- Begin each descriptive statement with a strong active verb (see language tips).
- Use **2-5 bullet points** for readability.

PROJECTS

In some cases, project work might be very relevant for a position you are applying for. This is especially true in film, media, communications, design, visual arts and performing arts. You can include individual or group projects done in or outside of a classroom setting. Some examples of projects you could include are:

- Film, video, or animation projects (even if not completed works)
- Paintings, sculptures, installations, gallery shows
- Games, websites, apps
- Carpentry, metal work, mechanics
- Analytic papers, research, interviews

To include a project, you will need to create a title, even if you didn't do so when you created it. See the sample at the end of this handout for an example of how to include projects.

SKILLS

A skills section can include "hard" skills and "soft" skills. **Hard skills** are specific, teachable abilities that can be defined and measured, such as computer applications, use of tools or equipment, social media, languages, public speaking, etc. By contrast, **soft skills** are less tangible and harder to quantify, such as teamwork, attention to detail, multitasking, friendliness, etc. Include mostly hard skills, and only a few very specific soft skills if relevant to the position.

You can condense your skills section into categories so you don't take up space with a long list.

Examples of hard skills:

- **Software:** Adobe Premiere Pro, AfterEffects, Photoshop, Indesign; Microsoft Office
- **Language:** Bilingual English/Spanish; proficient French; beginner Arabic and Chinese
- **Organizing:** Event planning, social media outreach, public speaking, fundraising
- **Sculpture/Set Design:** Carpentry, welding, ceramics, costume design, industrial sewing, lighting effects
- **Teaching:** Curriculum design, lesson planning, classroom management, conflict mediation

Examples of soft skills:

- **Personal:** Strong attention to detail, patient, outgoing, strategic thinking, problem solving

RESUME TIPS

LANGUAGE

- **For each position, describe your responsibilities and accomplishments.** Include *what* you did, with *who* (in general terms), *why*, and *what* the results were
- **Begin each phrase with a strong, active verb.** DON'T use first person pronouns such as I, me, and my. For example:
 - Founded and co-coordinated first-generation student group
 - Trained students on use of media lab and equipment
 - Interviewed participants and co-authored training manual for future peer-mentors
 - Initiated and organized first annual Five-College Deaf Studies Conference
 - Transcribed interviews and analyzed statistical data that demonstrated correlations between students' habits and perceived mental health

- **Quantify your accomplishments when appropriate.**
 - Raised \$2000 through grants and crowd-sourcing
 - Saved over \$1000 by soliciting donations and negotiating bulk rates for supplies
- **Use the language of the field you are trying to enter.** Here are examples of how statements were improved on a resume written for a job in human services:
 - *Before:* Worked with people dealing with alcohol related issues
Better: Counseled clients on issues related to substance use and abuse
 - *Before:* Wrote notes after sessions and gave advice for getting more help
Better: Documented progress and made appropriate referrals
- **Use keywords.** Larger employers sometimes use software to scan resumes and select for specific keywords. Use keywords that you see in the job posting. Look for verbs, skills, specific technology, and attributes that you can weave into your position descriptions. The Highlights of Qualifications section is another opportunity to use keywords.
- **Be concise.** Remove all unnecessary words.

FORMATTING

- **Font size** should be 10-12 point. Here are some examples of recommended fonts in different sizes:
 - Garamond 12pt. | Times New Roman 11pt. | Century Gothic 10pt. | Open Sans 11pt. | Ariel 11pt.

Other formatting tips

- Leave at least a .7-inch margin around the border
- Use CAPITAL letters and **bold** font to help section headers stand out
- Be consistent with bullet style and indentations throughout the resume
- Avoid one-word lines, which take up valuable space

DESCRIBING YOUR ROLES & RESPONSIBILITIES: USE STRONG VERBS!

Achieve	Debate	Facilitate	Manage	Read	Set
Act	Define	Figure	Manipulate	Realize	Sew
Administer	Deliver	File	Master	Reason	Shape
Advocate	Demonstrate	Finance	Motivate	Receive	Simplify
Allocate	Design	Foster	Negotiate	Recommend	Solve
Analyze	Determine	Formulate	Observe	Reconcile	Speak
Approve	Develop	Identify	Operate	Record	Supply
Assemble	Diagnose	Imagine	Organize	Recruit	Synthesize
Assess	Direct	Implement	Originate	Reduce	Talk
Build	Draw	Improve	Paint	Refer	Teach
Calculate	Edit	Improvise	Perceive	Remember	Tell
Chair	Elicit	Increase	Perform	Reorganize	Train
Coach	Eliminate	Influence	Persevere	Repair	Translate
Collaborate	Emphasize	Inspire	Persuade	Research	Tutor
Compile	Enforce	Interview	Photograph	Review	Understand
Compose	Establish	Introduce	Pilot	Revise	Unite
Conceive	Estimate	Invent	Plan	Schedule	Upgrade
Construct	Evaluate	Judge	Problem Solve	Secure	Use
Consult	Examine	Keep	Produce	Select	Utilize
Control	Expand	Lead	Promote	Sell	Verbalize
Coordinate	Experiment	Learn	Publicize	Sense	Verify
Copy	Explain	Lecture	Purchase	Separate	Weigh
Count	Express	Listen	Question	Serve	Work
Create	Extract	Maintain	Raise	Service	Write

Jesse Newsome

Hampshire College Box 287 Amherst, MA, 01002 413-559-5445 jnewsome@hampshire.edu

EDUCATION

Hampshire College, Amherst, MA
Bachelor of Arts expected, May 2021
Award: Non Satis Scire Scholarship for academic excellence, 2017

Franklin High School, Franklin, MA
Graduated June 2017
National Honor Society, International Baccalaureate
Award: Jon Pagnato Community Service Award, 2016

This is a beginning resume for someone not yet focused. Refer to other samples for ways to focus your resume for a specific position.

EXPERIENCE

Monitor, Robert Crown Center, Hampshire College, Amherst, MA, Sept 2017 – present

- Answer questions and give instructions regarding use of recreation center
- Check patrons' identifications

Server, Whistlestop Café, Franklin, MA, Summers 2014 – 2017

- Waited tables at high-volume breakfast and lunch café
- Plated salads and appetizers, made gourmet coffee drinks
- Introduced live musicians and encouraged customers to support musicians through tipping or buying CDs

Tutor/Mentor, Franklin Public Library, Franklin, MA, Sep 2015 – Jun 2017

- Tutored middle school students in math and reading skills
- Encouraged students to think about college as an option
- Co-coordinated final party and ceremony for program participants

Peer Mediator, Franklin High School, Franklin, MA, Jan 2014 – Jun 2016

- Participated in 30-hour training on mediation and conflict resolution
- Mediated conflicts between students
- Educated peers about peaceful communication skills and managing anger

Dancer, Synergy Youth Dance Ensemble, Worcester, MA, August 2011 – May 2016

- Performed ballet, tap, and hip hop with pre-professional touring ensemble
- Assisted with youth dance classes and fundraising
- Participated in dance lessons for 13 years

Fundraising/Food Collection Volunteer, Heart to Hand, Franklin, MA, Summer 2013

- Co-organized and publicized concert to raise funds for hurricane survivors
- Collected and packaged food and supplies

SKILLS

- Intermediate Spanish
- Microsoft Word, Excel, Powerpoint; Adobe Photoshop
- Social networking using Facebook and Twitter
- Multi-tasking in high-pressure environment
- Mediation/Conflict resolution
- Friendly and professional communication

INTERNATIONAL EXPERIENCE

Belize: Participated in science research trip with high school biology class, 2015

Mexico, Canada: Performed in international mini-tour with Synergy Youth Dance Ensemble, 2013

SAM FORTUNATA

Los Angeles, CA | sfortunata@gmail.com | 415.320.2234 | <http://samfortunata@tumblr.com>

SUMMARY

Advanced documentary film student with excellent technical, creative, and collaboration skills

EDUCATION

Hampshire College, Amherst, MA, Bachelor of Arts expected, May 2018

Concentration: Documentary Film, American History

Relevant Coursework: Directors Process, Film Workshop, Video Production, Non-Fiction Filmmaking

SKILLS

Editing Software: Premiere, After Effects, Photoshop, Final Cut Pro X

Film Production: Schedule management, lighting and sound, digital and 16mm camera operation, research, copyright permissions, location scheduling, interviewing

Communication: Professional phone and email communication, promotion and fundraising using social media and crowd funding, public speaking, cold-call fundraising

FILM/VIDEO PROJECTS

Hometown Team, Writer, Director, Producer, Fall 2017 – present

- Producing full-length documentary film following small-town senior center softball team
- Raised \$3000 through crowd funding and grants.
- Obtained copyright permission to include historical footage

Calliope, Spring 2016

- Produced short experimental piece integrating video and abstract computer animation, studying themes of gender identity and performance

Paper Giants, Fall 2015

- Used 16-millimeter camera to create 5-minute experimental film about the logging industry

EXPERIENCE

Media Assistant, Hampshire College Media Services, Amherst, MA, Fall 2015 – present

- Assist in circulation, inspection, and maintenance of media equipment
- Operate audio-visual equipment at campus events

Video Intern, Music Maker Relief Foundation, Greensboro, NC, Summers 2015, 2016

- Videotaped concerts of local blues musicians for preservation in foundation archives
- Made promotional videos for musicians' websites
- Scheduled gigs and coordinated lodging, transportation, and promotion

Video Installation Monitor, Brick and Mortar Video Art Festival, Greenfield, MA, Fall 2016

- Explained video installations and other art exhibitions to festival attendees
- Directed visitors to various exhibits located throughout town of Greenfield

Fundraiser, Hampshire College Phone-a-Thon, Fall 2014, Spring 2015

- Raised funds for Hampshire College via telephone outreach to alumni
- Exceeded fundraising goal by \$1500

CHRIS BOWMAN

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HIGHLIGHTS OF QUALIFICATIONS

- Two years combined experience tutoring, teaching, and leading activities for youth ages 9-17
- Fluent in spoken and written Spanish
- Experience assisting with multi-level lesson plans for inclusion classroom
- Highly motivated, demonstrated commitment to social justice and democratic education

EDUCATION

Hampshire College, Amherst, MA
 Bachelor of Arts expected, May 2018

Hampshire Semester Abroad, Havana, Cuba, Spring 2017
 Spanish language and culture; independent project: “Art in the Cuban Classroom”

Interdisciplinary Concentration: Educational Psychology and Culture in Early Childhood Development
 Thesis: “Art, Play, Politics, and Activism in Early Childhood Education”

Relevant Coursework:

- Early Childhood Development
- Developmental Psychology
- Race and Racism in US Educational Systems
- Classroom Management
- Theatre for Young Audiences
- History of American Education

TEACHING EXPERIENCE

Teaching Assistant, Hampshire College Early Learning Center, Amherst, MA, Spring 2018 – present
 Assist with structured and unstructured play, meals, story time, and conflict mediation in preschool classroom. Monitor and maintain classroom supplies and equipment.

Student Teacher, Amherst Middle School, January 2018
 Designed and implemented two-week science curriculum for sixth-grade inclusion classroom. Worked with individuals and small groups on classroom experiments and projects.

Tutor/Mentor, Girls Inc., Holyoke, MA, Summers 2016, 17
 Tutored twelve children ages 9-17 in math and reading. Translated concepts into Spanish. Addressed issues of self-esteem and confidence through conversation and mentorship.

Teaching Intern, Amherst Common School, Amherst, MA, Fall 2015
 Assisted pre-school teacher with group learning activities for children, ages 3-5. Organized and planned morning arts and crafts session. Mediated conflicts and monitored group play.

Camp Counselor, Marin Horizon Summer Camp, Mill Valley, CA Summers 2009, 10
 Planned and led activities in singing, theater, and arts for groups of campers, ages 10-12. Managed dormitory of twelve campers, including wake-up activities, evening check-in, and chores.

EMPLOYMENT

Deli Assistant, Atkins Farms, Amherst, MA, Fall 2015 – Present
Scooper, Herrell’s Ice Cream, Northampton, MA, Summer 2014
Childcare Provider, Various Families, Madison, WI, 2012 – 2013

Note the
 Highlights of
 Qualifications
 section, which
 directly responds
 to a job
 description.

Sandra Connors

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(217) 500-5000
cconners@gmail.com

EDUCATION

Hampshire College, Amherst, MA
Bachelor of Arts, May 2017

Interdisciplinary Concentration: Developmental Psychology and Anthropology:
Cross-Cultural Conceptions of Self, Gender, and Development

Thesis: "An Examination of College-Age Women's Long-Term Coping Strategies in Response to Parental Divorce"

Award: Hampshire College Ingenuity Award, Spring 2016

RELATED EXPERIENCE

Domestic Violence Counselor/Advocate, June 2017-Present
A Woman's Place, Urbana, IL

- Advocate for battered women needing legal, housing, and medical services
- Counsel clients on domestic violence and sexual assault issues
- Provide crisis intervention and referrals on telephone hotline
- Co-facilitate house meetings and discussions on women's empowerment
- Assist with program development, community outreach and volunteer training

Residential Advisor, September 2016-May 2017

Prescott Housing Area, Hampshire College, Amherst, MA

- Counseled and advised students regarding social, academic, and personal issues
- Facilitated social and educational programming to promote community in residence hall
- Mediated conflicts and acted as first point of contact in emergency situations

Teacher/Residential Advisor, Summer 2016

Exploration Summer Program, Parkland College, Champaign, IL

- Counseled and supervised high school juniors and seniors in residence halls
- Taught two psychology courses at the high school level
- Organized and implemented daily activities, including field trips

Research Intern, January-May 2015

School of Cognitive Science, Hampshire College, Amherst, MA

- Conducted experiments on the interaction between pre-schoolers' existing knowledge and their inductive reasoning ability
- Maintained relationships with children, parents, and schools
- Operated video equipment, wrote methods section, prepared stimuli cards

Relief Residential Counselor, Summer 2015

Hampshire County Senior Services, Northampton, MA

- Taught daily self-care and leisure activities to elderly, mentally ill and developmentally disabled clients
- Followed Individual Service Plans; assisted in deinstitutionalization process

SKILLS

- Empathic listening, crisis management, and client advocacy
- Group facilitation
- Activity and program planning
- Public speaking and community outreach
- Research, writing, data analysis, SPSS statistical software

OTHER EXPERIENCE

- Elected member, Student Government Association, Hampshire College, 2014-2017
- Bookstore Clerk, Campus Bookstore, Peoria, IL, Summer 2013
- Gardener and Wreathmaker, Prairie Rose Wreaths, IL, Summers 2011, 12

Note the
"Related" and
"Other"
Experience
sections.

SAM SCIENCE
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 linkedin.com/samscience

Hampshire College, Box 00
 893 West Street Amherst, MA 01002
 413.559.5445

EDUCATION

Hampshire College, Amherst, MA

Bachelor of Arts, 2018

Concentration: Molecular Biology

Senior Thesis: *Role of Notch in the Development of Th17 Cells*

Relevant Courses:

- Immunology
- Cell Biology
- Gene Cloning
- Drug Design
- Microbial Genetics
- Evolutionary Biology
- Physiology
- Biomolecular Structure
- Human Biology
- Endocrinology
- Bioinformatics
- Biochemistry
- Calculus I and II
- Computer Programming
- Organic Chemistry I and II

Science College, Nashik, Maharashtra, India

Higher Secondary Certificate Examination: Grade I with Distinction (Highest attainable grade), 2014

Meritorious Achievement, Dr. Homi Bhabha Science Talent Search Examination, India, 2012-2013

RESEARCH EXPERIENCE

Senior Thesis Project, School of Natural Science, Hampshire College, Amherst, MA (2017-2018)

- Investigated role of Notch signaling in Th17 cell-development and Experimental Autoimmune Encephalomyelitis
- Developed protocol to induce EAE in B6 mice

Harvard Immunology Summer Program, Harvard Medical School, Boston, MA (Summer 2017)

- Characterized monoclonal antibody against T-reg cells; analyzed receptor expression

Independent Study, Molecular and Developmental Biology, University of Massachusetts-Amherst (2016-2017)

- Designed independent research project in developmental biology
- Analyzed gene expression of *Pyy* and its implications in early embryonic development; developed strategies to make novel *Pyy*-construct for knock-in mice

Harvard Immunology Summer Program, Harvard Medical School, Boston, MA (Summer 2016)

- Studied role of complement system in clearance of *Streptococcus pneumoniae* in complement-depleted mice

Research-based Independent Study, Molecular Biology, Smith College, Northampton, MA (Spring 2015)

- Conducted experiments in molecular biology of parasites
- Examined gene expression in *Wolbachia* endosymbiont of *Brugia malayi* and expression of upregulated *Wolbachia* genes during L3 and L4 infective phase of *Brugia*

Biomimetic Materials HHMI Summer Program, Amherst College, Amherst, MA (Summer 2014)

- Studied and researched in organic chemistry laboratory

ADDITIONAL EXPERIENCE

Intern (Resident Assistant), Residential Life, Hampshire College (2016-2018)

- Communicate information about community norms, counsel peers, make referrals, mediate disputes, resolve conflicts, plan and schedule educational and social events

Teaching Assistant, Human Biology, Hampshire College (Fall 2016 and 2017)

- Tutored students in cell biology, immunology, genetics, and molecular biology

Group Leader, Day in the Lab for Middle School Students, Hampshire College (Fall 2016)

- Designed project for students to visually check cells and learn gel electrophoresis

Student Technical Assistant, Academic Computing, Hampshire College, Amherst, MA (2014-2015)

- Helped students trouble-shoot hardware and software issues with PCs and Macs

SKILLS

Laboratory Techniques

- Molecular biology: DNA/RNA isolation, PCR, gel electrophoresis, analytical restriction enzyme digests, standard cloning technology, protein assays, phase contrast and confocal microscopy, multiphoton microscopy, spectrophotometry and scintillation counting, *in situ* hybridization
- Immunology: ELISA, ELISPOT, FACS, immunoprecipitation, western blot, immunohistochemistry, bleeding mice, intravenous and intraperitoneal injections, intranasal infection, dissection, *in vitro* culture
- Organic Chemistry: NMR spectroscopy, UV/Vis absorption spectroscopy, GC/MS, column chromatography, thin liquid chromatography, rotary evaporation, vacuum drying and filtration

Databases and Tools

- National Center for Biotechnology Information (PubMed, GenBank, BLAST)
- Proteins and genomes OMIM, UCSC Browser, KEGG pathway, UniProt, SwissProt, PDB)
- PyMol

Computers

- Programming: Processing (Java language); the language R; Perl script
- Software: Microsoft Office, Adobe Photoshop and InDesign

Languages and Communication

- Fluent in written and spoken English, Marathi and Hindi
- Working proficiency in French and Spanish
- Public speaking, scientific presentations

LEADERSHIP

Coordinator, SCIENCES Network, Hampshire College (2016-2017)

Student Member, Natural Science Diversity Committee, Hampshire College (2015-2017)

Athletic Competitor: competed on badminton teams from elementary school through college

- Founder, Member and Coordinator, Badminton Club, Hampshire College (2014-2018)
- Team Captain, Badminton Team of H.P.T. Arts and R.Y.K. Science College, Nashik, India (2012-2014)
- Team Captain, Nashik District Under-16 Badminton Team, Nashik, India (2010-2012)

OTHER INTERESTS

Photography; guitar; trekking and adventure (Himalayas, Western Ghats, Holyoke Range)