

Freshmen Resume Guide

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Resume Guide

The goal of resume is to showcase your strongest skills first, to get the reader's attention, and to encourage them to keep reading further. The required sections are:

Header:

- Name
 - Font Size: 20
 - Font: Garamond
- Contact information
 - Wabash Email, Phone Number
 - Font Size: 12
 - Font: Garamond
- LinkedIn URL
 - For more information see LinkedIn Guide

Profile:

- Highlight the biggest selling points. 2 lines max (can be in bullets)
- Font Size: 12
- Font: Garamond
- The section title "**Profile**" will be bolded but everything else will be regular

Education:

- Details of the formal educational experiences. Include Minor(s), GPA
- Font Size: 12
- Font: Garamond
- **Education** and the form of education (i.e.: **B.A. Spanish**, or **Diploma**) are the only things bolded

Professional Experience:

- Details of relevant experiences
- Font Size: 12
- Font: Garamond
- **Professional Experience** and every **Job Title** (i.e.: **Sales Associate** or **Intern**) are the only things bolded

Professional Development:

- Everything that is not pertaining to academics or professional experience should come in this section. Details on training, campus and community involvement, technical skills, volunteer works, language skills.
- Font Size: 12
- Font: Garamond
- **Professional Development** and every **Job Title** (i.e.: **Volunteer** or **Intern**) are the only things bolded

Margins:

- 1" for Freshmen

Font:

- Garamond. Resume Management Systems that many organizations use do not process graphics: avoid graphics, lines or italics. Email address and LinkedIn URL must not be hyperlinked. Dates should be right aligned.

Professional Experience(s) Section:

Only include specific results-oriented information (“accomplishments”) that will interest the reader, not every experience. Quantify wherever possible. Bullets must start with action verbs related to skills learned/developed and should answer “Why?” and/or “How?”
DO NOT simply list job duties.

Example of job duty:

- “Assisted with classroom activities for music students”

3 Examples of Accomplishments:

- Exposed students to meaningful musical experiences (WHY?) to enhance their social and academic development (Note: Specifics about experiences and development needed)
- Enhanced students’ social and academic development (HOW?) by exposing them to meaningful musical experiences (Note: Specifics needed)
- Created an interactive learning environment (HOW?) through creative drills and skills practices (WHY?) to increase engagement (again, specifics needed)

Professional Development:

- Every entry must have at least one sentence explaining the role.
- You are telling a story – be as specific as possible. DO NOT just list activities/positions/programs/immersion experiences.
- **Technical skills** can be a separate section depending on proficiency and relevance with the applied position. It can go right after **Education** in such a case, otherwise keep it under **Professional Development**.

Remember, consistency is the key!

List of Action Verbs Based on Skills

Management Skills:

- Administered, analyzed, assigned, attained, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, improved, increased, organized, oversaw, planned, prioritized, produced, reviewed, scheduled, strengthened, supervised

Creative Skills:

- Acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, revitalized, shaped

Helping Skills:

- Assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

Communication Skills:

- Addressed, arbitrated, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, facilitated, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited

Research Skills:

- Clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized

Clerical or Detail Skills:

- Approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated

Financial Skills:

- Administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched

Technical Skills:

- Assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, overhauled, programmed, remodeled, repaired, solved, upgraded

Teaching Skills:

- Adapted, advised, clarified, coached, communicated, coordinated, developed, enabled, encouraged, evaluated, facilitated, guided, informed, instructed, persuaded, stimulated, trained

More Accomplishments:

- Achieved, expanded, improved, reduced, resolved, restored, spearheaded, transformed

Professional Experiences:

How to Write Detailed Descriptions

What you've done is impressive if you use language that fully explains what you did.

Take the time to write out full sentences – tell the reader what you did and why it is important.

BAD Example

Operations Associate

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Catalogued inventory ✗
- Part of a team that developed new resumes ✗
- Went through resumes of students to find out problems ✗

DECENT Example

Operations Associate

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Organized inventory ✗
- Developed new resume templates for freshmen and upperclassmen ✗
- Scrutinized resumes of rising seniors and juniors ✗

IMPRESSIVE Example

Operations Associate

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Scrutinized resumes of 176 rising seniors and juniors to formulate strategies for group and individual sessions on resume writing and career development ✓
- Created a new career development guide that contains 2 resume templates for freshmen and upperclassmen, an overview of the interview process, and guidelines for using LinkedIn effectively ✓
- Organized inventory of 3 areas to increase efficiency ✓

The Wabash Format

On the next page is an example of the Wabash Format for your resume. Why do we have a Wabash Format? Because our format works – we have 20 years of amazing outcomes that prove that it works! Use this as an example to build out your resume. Follow the formatting, the bolding and the bullet points and you will have your resume ready to go in no time. Then, you can send it to career@wabash.edu and we will look at it for you and provide you feedback. Send it to us as a Word document. If you would like to talk to someone, you can also call us and we can help you out. The number to call is: 765-361-6414.

Mike Wheeler

217 Maple Street, Hawkins, IN 47640

mikewheelz@beatthat.edu | (765) 321-1234 | linkedin.com/in/mikewheeler

PROFILE

- Charismatic leader, quick learner, and creative thinker with extensive knowledge of the Upside Down
- Experience working in 4 team-oriented environments with different dynamics, ranging between 3-7 people on each team

EDUCATION

B.A. Physics: Wabash College. Crawfordsville, IN

May 1994

Diploma: Hawkins High School, Hawkins, IN

May 1990

Technical Skills: Proficient with radio transmitters, 8mm cameras, and arcade games

PROFESSIONAL EXPERIENCE

Special Projects Intern

Hawkins National Laboratory, Hawkins, IN

November 1983 – December 1984

- Collaborated with former patients of Hawkins National Laboratory and operated Heathkit radio transmitters to locate a missing child
- Coordinated a 9-person team in the creation and utilization of a sensory deprivation tank
- Mediated communication between a current patient and a 6-person team of scientists to facilitate the process of shutting the gate to the Upside Down
- Utilized an 8mm camera to shoot a Halloween home video, then applied editing knowledge to determine the source of a patient's ailment.

PROFESSIONAL DEVELOPMENT

President/Dungeon Master, Dungeons and Dragons Club

Winter 1979- Present

- Produced a more diverse membership in the club and increased membership by 50% in one year
- Plan and direct a 5-person team on weekly 12-hour raids and quests through perilous situations of original creation

Member, Hawkins Middle School AV Club

Summer 1983- Summer 1986

- Heightened involvement by holding daily meetings in the AV Club closet where all members were required to convene and discuss important matters
- Handled upkeep and maintenance of radio equipment
- Collaborated with science teacher and 5 other members to organize AV Club events

Volunteer, Find Will Foundation

Winter 1983

- Created and distributed missing posters throughout Hawkins, IN to assist in the search for a missing person
- Collaborated with local law enforcement officials to establish 3 community outreach events throughout Hawkins, IN

Dominic S. Freshman

1000 Main St, Crawfordsville, IN 47933

dsfresh21@wabash.edu | (765) 321-1234 | linkedin.com/in/dominicksfreshman

PROFILE

- Open-minded artist, deliberator, and trainer with fundamental knowledge of sales operations
- Experienced with digital and studio art

EDUCATION

BA: Wabash College, Crawfordsville, IN

May 2021

Diploma: ABC High School, Hammond, IN

May 2017

Technical Skills: Proficient in Adobe Photoshop, Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Camera Operator

August 2017 - Present

Media and Marketing Department, Wabash College

- Performed as
- High-hat operator for home games of basketball and football
- Converted VHS tapes into DVDs; designed infographics and gif file for the bookstore

Landscaping Assistant

Summer 2017

XYZ Lawn Care Service, Hammond, IN

- Expedited client growth by 13% by calling potential clients and managing social media pages
- Reviewed and administered client requests in timely manner to clear overdue orders

Counselor

Summer 2016

Camp Wilderness, South Bend, IN

- Collaborated with 6 camp counselors to plan and organize daily activities for 40 new campers each week, aged 8-12 years, for 8 weeks
- Enforced rules, improvised activities, and solved campers' problems on a daily basis

PROFESSIONAL DEVELOPMENT

Sales Immersion Program, Center for Innovation, Business & Entrepreneurship

Winter 2018

- Developed sales strategies through instruction and hands-on roleplaying scenarios
- Completed 50-hour sales practicum with enrollment office by contacting prospective donors

Member, Wabash Acts Responsibly Council

September 2017 - Present

- Enhanced organization skills by assisting in planning and executing club projects
- Honed leadership by taking campus-wide deliberation initiative on safety and responsibility

President, ABC Art Society, Hammond, IN

September 2015 - April 2017

- Organized and led discussions on Post-Modern Art in France
- Showcased works of art in a campus-wide art exhibition