

# Upperclassmen 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:

- 0.7"/0.5" for Upperclassmen.

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](mailto: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.

## Clark S. Kent

2001 Marlon Brando Drive, Metropolis, IL 02254  
superhero@wabash.edu | (212) 555-2222 | linkedin.com/superman

### PROFILE

Faster than a speeding bullet, able to leap tall buildings in a single bound and stop a locomotive with bare hands. Significant experience in print and web-based journalism. Seeking a position in news gathering and online distribution.

### EDUCATION

**B.A. Superheroism** GPA: 3.98/4.0

May 2017

**Minors: French and Classics**

Wabash College, Crawfordsville, IN

**Study Abroad:** The Sorbonne, Paris, France; intensive French language and culture studies

Spring 2016

**Research Project:** Developed independent theory of existence based on the teachings of Confucius and Gandhi; theory was adopted by *The National Society of Existential Thought* as the official groupthink belief

**Coursework:** Benefits of Superheroism, Musings on the Fantastic Four, The Perils of Kryptonite, Saving Societies and Planets, Consulting Practices in Web Journalism, French Culture and Mores, The Perils of Poseidon

### INTERNSHIP

**Kryptonite Destruction Technician/Writer**

Summer 2016

Luthor Industries, Radioville, IN

- Learned to identify kryptonite within 3 milliseconds via internal and external sensory techniques
- Researched, created, and perfected kryptonite disposal system resulting in 100% success rate
- Authored weekly articles for *LuthorLinks* newsletter on world domination to befuddle the competition

### EXPERIENCE

**Mild-Mannered Reporter**

2014 -present

*The Bachelor*, Wabash College

- Investigate newsworthy topics, interview students and staff and write original articles, including a national Newberry Award-winning expose on shenanigans at *The DePauw Daily Planet*
- Write weekly "Truth Justice and The American Way" advice column; increased readership 34%

**Superhero**

2002 – present

Omnipresent, The Universe

- Protect the lives of citizens here and abroad through the development of WorldWatch, a 24/7 monitoring device
- Awarded keys to 73 cities for heroic efforts, including rescuing babies and stopping runaway trains

**Additional Experience:** Television Actor, Supermarket Ribbon Cutting Dignitary, Phone Booth Repairman

### PROFESSIONAL DEVELOPMENT

**Founder**, Wabash Comic Book Society: Created 32-member group dedicated to superhero comics; Spearheaded annual Campus Comics masquerade party attracting 570 participants through social media blitz and chapel presentation  
Sigma Upsilon Pi Fraternity,

- **Rush Chairman**, increased 2013 pledge class size 23% through summer RushFest in Naples, Italy
- **Social Chair**, planned and executed 45 successful parties with a combined budget of \$25,956 attracting 1578 guests, raising \$2200 for local food pantry

**Forward**, Wabash College Frisbee Golf Team: Selected all-conference 3 years

**Computer/Technical Skills:** Proficient in MS Publisher, PageMaker; Experience with JavaScript; Knowledge of Flash, Visio

**Languages:** Fluent in French; Conversational in Czech, Swahili, Farsi; Read Yiddish

**Volunteer**, Capes for The Community: Coach 14 students aged 4-93 in recreational flying



# Alex F. Upperclassman

200 S. Milner St., Vallejo, CA 94589  
afsophom20@wabash.edu | (805) 565-9999 | linkedin.com/in/alexfupperclassman

## PROFILE

Technology oriented individual with a foundation of business knowledge. A sound track-record of partaking in effective leadership and collaborative actions. Critical and analytic skills developed through inter-disciplinary experiences.

## EDUCATION

**B.A. Spanish** Wabash College GPA: 3.6/4.0

May 2020

Minors: only include if relevant to person hiring; if not, add another bullet to experience

## TECHNICAL SKILLS

- Experienced with Mathematica, Excel, VBA, Java, SQL, PHP, PowerPoint
- Intermediate knowledge of Stata and R

## PROFESSIONAL EXPERIENCE

### Intern, Liberal Arts Bridges to Business

Summer 2017

Center for Innovation, Business and Entrepreneurship, Wabash College, Crawfordsville, IN

- Developed and presented a business plan to a group of investors for an innovative app solution that addressed the issue of online food orders as part of a 5-person team
- Created 4 Microsoft Excel models to project values on income, balance, and cash flow statements
- Analyzed cases on marketing, social media, franchises, and performed opportunity analysis for 2 start-up ventures
- Completed intensive financial immersion covering financial reporting documents, valuations, and income projections

### Financial Services Intern

Summer 2017

Federal Reserve Bank of Chicago, Chicago, IL

- Analyzed annual budgets of over \$1 million for 3 governmental organizations and advised on utilizing the finances
- Conducted secondary research on 4 major mobile payment companies in a 6-person team
- Studied financial statements, customer feedback, and investors' opinions to present a team project to Market Research Manager and Vice President of Financial Services

### Spanish Translator

September 2016 - Present

Montgomery County Free Clinic, Crawfordsville, IN

- Facilitate conversation between healthcare professionals and patients, and translate documents
- Interpret sensitive information about symptoms and medication to patients, and keep track of patients' details

### Peer Career Advisor

August 2016 - Present

Wabash College Career Services, Crawfordsville, IN

- Assist students with career related advice and opportunities
- Plan, organize, and implement weekly events for students' professional development

## PROFESSIONAL DEVELOPMENT

**Marketing Extern**, Crawfordsville Parks and Recreation Department. Analyzed current practices and trends, presented new marketing approach to advertising campaigns

**Captain**, Wabash College Soccer Team. Led the team to its first ever Division 3 regional championship victory

**Staff Writer**, *The Bachelor*. Published weekly articles on a wide array of campus-related topics, conducted campus-wide interviews; produced an award-winning college newspaper for 2 consecutive years with a 6-member team

**Volunteer**, Eagle Scout. Volunteered 150 hours of community service in a single year as part of Boy Scouts of America

**Language Skills**, Proficient in Spanish, conversational in French

LITTLE GIANTS. **BIG RESULTS.**