

Resume Guide

Job Posting

- Carefully review each job posting, highlighting key words related to skills, knowledge and experience
- Remember: Always save or print a copy of each job posting you apply to, as you will need to review this before an interview

Content

- Put the most relevant information front and center – employers often spend as little as 6 seconds reviewing a resume!
- Tailor your resume to the job you are applying for – showcase your knowledge, skills, abilities and experience that are transferable to those listed in the job posting
- Review your resume for spelling and grammatical errors and consider having someone at the Wackerle review your resume
- Use Action Words (verbs) to begin your bulleted achievement statements in your work experience section – this will help you create a more powerful case for how you've developed the key skills the employer is looking for

Organization/Layout

- Keep your resume to one page. References should be listed in a separate document.
- Present all relevant information in reverse chronological order (most recent to oldest)

Formatting/Design

- Keep job titles on the left and dates on the right
- If you are having trouble keeping your resume on 1 page, consider using narrower margins or choosing smaller line spacing. Don't go below .5 margins.
- Use a common font style and size (Calibri, Times New Roman, 11 or 12 point size, throughout your document); ensure consistency with your cover letter

Social Media and Your Job Search

- Review all of your social media accounts and privacy settings
- Consider creating a LinkedIn profile which allows you to upload your resume content and connect with professionals locally and around the world

Checklist



Overall Appearance

- Name appropriate size - not too small and not too large (i.e. size 18-24)
- Consistent formatting (aligned tabs; common use of bold and italics, etc.)
- Spaced well on one page
- Consistent date format
i.e. Aug. 2005-Jan. 2010
- Same font used
- No misspelled words
- Information is not repeated
- Consistent spacing between categories
- Margins are equal (top and bottom the same; right and left the same; .5-1" margins)

Education

- Only include colleges where a degree was earned or MC where you are enrolled
- MC listing is as follows:
Bachelor of Arts, Major(s)
Monmouth College, Monmouth, IL
- If listing GPA, indicate grade point scale (i.e. GPA 3.5/4.0)

Experience

- Dates of employment are listed in reverse chronological order by the end date
- Locations (City and State) are included
- Capitalization is consistent: Capitalize job titles, however no need to capitalize each word in a description
 - Department Sales Manager (a job title)
 - Developed an action plan to increase sales (a description)
- Job descriptions are in bullet form starting with action words (do not use paragraphs)
- Professional job titles are used, for example use *Sales Associate* instead of *Clerk*
- Acronyms are spelled out
- Punctuation has been checked and is consistent
- Correct tense used in position descriptions
 - Presently employed at company - use present tense
 - Formerly employed - use past tense

Leadership and Involvement

- Leadership and involvement listed in reverse chronological order by end date
- List involvements on-campus, off-campus, clubs, organizations, sports teams, volunteer work, etc.

References

- References are not included on your resume
- Include your name at the top of the page, like you do for your resume, then list your references, including their name, job title, company, and contact information, with a space in between each reference

A resume is not an all-inclusive list of your experiences and accomplishments. Rather, a good resume is a targeted marketing document that paints a picture of you as a close match for the target opportunity (job, internship, scholarship, grad school program, etc.) to which you are applying. Typically resumes are one page in length, with longer resumes more appropriate for individuals with more experience.

Before beginning your resume, take inventory! Reflect on your skills and experiences and how you want to showcase them in your document.

Questions to consider:

- Your educational experiences?
- What skills did you develop in previous work, volunteer and extracurricular experiences?
- What are your major accomplishments?
- Is the information you are including relevant?

There are many headings that you could include in your resume. Choose those that best showcase the skills and experience that the employer is looking for in the job you are applying to.

Suggested Resume Headings:

- Experience
- Teaching Experience
- Computer Competencies
- Campus Involvement
- Community Involvement
- Professional Development
- Scholarships and Awards
- Personal Achievements
- Languages
- Leadership
- Research
- Publications
- Certifications

John A. Student

johnstudent@monmouthcollege.edu * 309-555-5555 * 318 North 9th Street, Monmouth, IL

Education

Bachelor of Arts, Business Administration

Monmouth College, Monmouth, IL

May 2018

- Monmouth College Dean's List
- Academic All-Conference

Foreign Study

Paris, France

Spring 2015

- Studied cultural differences between education systems and consumer behavior
- Attended business meetings with Louis Vuitton representative
- Broadened knowledge and understanding of French culture

Internship

Marketing Intern

ABC Company, Monmouth, IL

Fall 2015

- Assessed company's marketing strategies
- Structured newly developed marketing approach using assessments
- Collaborated with staff to determine business procedures
- Managed execution of multi-faceted marketing plan
- Presented to senior staff on development and execution of marketing plan

Experience

Assistant Manager

Customer Service Associate

Video Store, Monmouth, IL

January 2016-Present
May 2015-January 2016

- Supervise two full-time and three part-time staff members
- Create weekly employee schedules
- Perform regular inventory maintenance
- Provide resolution for customer issues and complaints
- Gather data on customer experience to improve practice
- Design promotional flyers and emails sent to customers using Adobe products

Shipping Associate

123 International, Monmouth, IL

Summer 2014

- Confirmed shipment details by comparing paperwork
- Categorized and divided shipments based on content information
- Managed inventory of all outgoing shipments

Leadership and Involvement

Phi Delta Theta Fraternity

- Philanthropy Chair (2015)

2015-Present

Monmouth College Chorale

Scot Ambassador

2015-Present

2015-Present

Be sure to use a professional email address on your resume and ensure that you are checking your email regularly when applying for jobs.

If you have a LinkedIn profile, be sure to include a link to it on your resume. LinkedIn is a great way to connect with employers and to search for jobs. Did you know that you can edit your LinkedIn URL?

Should I include high school on my resume?

If you are still in your first year of college, then it is okay to keep your high school listed. However, once you have completed your first year, you'll want to remove it from your resume.

Be more specific with your bullets and incorporate your skills within your experiences instead of adding a skills section. Employers want to see how you have used your skills, not just a list. It is important to select duties or achievements for your bullets that match the qualifications for the job you are applying for.

- Begin statements with Action Words (verbs) and think about showcasing an accomplishment
- Be concise, but provide a clear example of HOW you have developed that skill
- Each experience usually has 3-5 bulleted points

ALICE A. TEACHER

ateacher@monmouthcollege.edu
309-555-5555
0000 West Home Street
Monmouth, Illinois 61462

OBJECTIVE: Primary level self-contained position within a north suburban Chicago district

EDUCATION: **Bachelor of Arts, Elementary Education** May 2019
Monmouth College, Monmouth, Illinois
Licensure:
Illinois Professional Educator License, anticipated May 2019
Endorsement: Elementary Education (1-5)

STUDENT TEACHING: **Silas Willard Elementary, Galesburg, Illinois** Spring 2019
First Grade

- Developed and implemented lesson plans
- Exercised effective classroom management
- Facilitated parent teacher conferences
- Assessed students and determined grades
- Applied appropriate discipline when necessary

FIELD EXPERIENCE: **Harding Primary, Monmouth, Illinois** Fall 2018
Second Grade, 30 hours
United School South, Monmouth, Illinois Spring 2017
First Grade, 55 hours
PASS Alternative School, Monmouth, Illinois Fall 2016
High School, 32 hours
Willits Elementary School, Monmouth, Illinois Spring 2015
Title 1, K-3, 33 hours

WORK EXPERIENCE: **Camp Counselor** Summer 2017
ABC Summer Camp, Monmouth, Illinois

- Supervised team of eight camp counselors
- Managed camp activities, including programming
- Coordinated educational and age-appropriate workshops

Daycare Assistant Summer 2016
ABC Daycare, Monmouth, Illinois

- Organized and implemented daily activities
- Applied effective behavior management strategies
- Maintained open communication with parents and guardians

PROFESSIONAL MEMBERSHIPS: Kappa Delta Pi- Education Honor Society
Illinois Reading Council- Western Illinois Chapter

VOLUNTEERISM: Stella's Voice (2014-Present)
Break the Cycle Local Community Program (2016-Present)

TECHNOLOGY: Presentation tools: PowerPoint, Prezi, Sway
Whiteboard tools: SmartBoard, Promethian
Production tools: Word, GoogleDocs, Excel
Classroom management tools: ClassDojo, Remind

John A. Student

318 North 9th Street, Monmouth, IL 61462
jstudent@monmouthcollege.edu
309-457-5555

EDUCATION

Bachelor of Arts, Computer Science

Monmouth College, Monmouth, IL

GPA: 3.7/4.0

May 2018

Selected Coursework: Data Structures (Java), Web Applications, Database Applications, Distributed Systems, Computer Systems (C and Unix), Great Theoretical Ideas in Computer Science

SKILLS

Coding: C/C++, Java, x86 assembly, C#, PHP, Javascript, HTML, CSS, SML, Ruby, Perl

Technologies/Environment: Windows, Win32 API/GUI, Linux, MySQL, OpenGL, ASP.NET

PROJECTS

News Delivery System - online information gathering/presentation system

Monmouth College, Monmouth IL

Spring 2018

- Integrated old code with new for web application delivering custom tailored web news
- Coded in Java using Model-View-Controller architecture

INTERNSHIP

Student Intern

Monmouth Health Systems, Monmouth, IL

Summer 2017

- Created new functionality for state-level prescription drug information system
- Worked with end users to determine their information needs
- Wrote application to create custom surveys
- Migrated existing website from SQL Membership to to ASP.NET

EXPERIENCE

Student Consultant

Monmouth College IS Department, Monmouth, IL

September 2014-Present

- Resolve issues regarding networking (wired, wireless, and dialup), and email problems
- Answer questions about software supported by the college, such as MS Office
- Communicate with customers through email, telephone, and face to face

Service Desk/Cashier

Shopko, Monmouth, IL

August 2013-September 2014

- Responded to customer calls and questions
- Provided customers with quick and efficient check-out experience
- Processed customer returns and exchanges

LEADERSHIP AND INVOLVEMENT

Phi Delta Theta Fraternity

- Philanthropy Chair (Present)

Scot Ambassador

Bowers Residence Hall Council, Monmouth College

Warren County YMCA – Relay for Life

JANE A. STUDENT

JSTUDENT@MONMOUTHCOLLEGE.EDU
309-000-1234
0000 West Home Street
Monmouth, Illinois 61462

EDUCATION

Bachelor of Arts, Biology

May 2017

Minor in Spanish

Monmouth College, Monmouth, Illinois

- Native fluency in Spanish
- Intermediate fluency in French

HONORS

Monmouth College Dean's List

Alpha Lambda Delta Honor Society

Midwest Scholar-awarded due to academic merit

RESEARCH

Research Assistant

Fall 2015

University of Iowa, Iowa City, Iowa

- Demonstrated knowledge of specialized software and datasets
- Prepared materials for Human Subjects Committee review
- Maintained accurate records of interviews, safeguarding the confidentiality of subjects
- Inventoried instruments and ordered supplies
- Identified and characterized chemical compounds

EXPERIENCE

Front End Manager

2014-Present

ABC Grocery Store, Monmouth, Illinois

- Supervise twenty-five full and part-time staff members
- Provide leadership to staff members as a manager and team member
- Manage and facilitate all training and staffing concern resolutions
- Demonstrate proficiency with company accounting software

Fry Cook

Summers 2012-2014

McBurger, Monmouth, Illinois

- Confirmed and ensured accuracy of all guest orders
- Maintained cleanliness of work station according to hygiene standards
- Managed orders to provide timeliness of delivery

LEADERSHIP AND INVOLVEMENT

Kappa Kappa Gamma Women's Fraternity

2014-Present

- Chapter Secretary (Present)

Monmouth College Chorale

2014-Present

Bowers Residence Hall Council, Monmouth College

2014-2015

American Chemical Society

Sassy Lassies A Cappella Group

Developing a Winning Curriculum Vitae (CV)

- A Curriculum Vitae or CV is a professional document that is used for marketing your background for a variety of purposes, mostly within academia or research. The CV elaborates on education and includes a comprehensive listing of professional history.

Foundational Standards: Found in most standard resumes:

- Heading - name, address, professional email and phone number. A website with professional content (e.g. a portfolio) can be listed in the heading as well. Use the direct URL to the proper page, so the recruiter doesn't have to search your entire site.
- Format - standard margins of .5-1", type size from 11-12 points and easy to read fonts.
- Content - the organization of your document should be rearranged depending on the potential employer. For example, if your education section speaks more to your qualifications for the desired position, it should appear before your employment experience.
- Experience - highlight paid, unpaid, school and extracurricular experiences that relate to your desired objective.
- Skills - technical/computer, language, leadership, laboratory to name a few.

Sample Undergraduate CV

JANE A. STUDENT

jstudent@monmouthcollege.edu 309-555-5555 0000 West Home Street Monmouth, Illinois 61462

Education: Bachelor of Arts, Chemistry and Biochemistry May 2019
Monmouth College, Monmouth Illinois

Honors

Awards: Dean's Scholarship of \$10,000 per year
Research Conference: Best Presentation in the Sciences Monmouth College
Dean's List

Presentations: "Biology Study on Arachnid Retinal Activity" Spring 2017
Research Conference, Washington, DC

Papers: "Study on Arachnid Retinal Activity" April 2017
Capstone paper for Honors in Biology

Research: Monmouth College Undergraduate Researcher Fall 2014-Present
Monmouth College, Monmouth Illinois, Principal Investigator: Dr. Laura Moore

- Conduct molecular biology research
- Isolating and mutagenesis of the CRP gene and the PET11A plasmid
- Determine the bonding strength between DNA and CRP with Atomic Force Microscopy

Summer Opportunity For Intellectual Activity Research Program 2014, 2015
Monmouth College, Monmouth, Illinois

- Conducted research concerning molecularly imprinted polymers and combustion demonstrations
- Gave oral and poster presentations to peers and faculty advisors
Presented at Illinois-Iowa ACS Undergraduate Research Conference

Experience: Assistant Manager January 2016-Present
Customer Service Associate May 2015-January 2016
Video Store, Monmouth, IL

- Create weekly employee schedules
- Supervise three full-time and four part-time staff members
- Perform regular inventory maintenance
- Provide resolution for customer issues and complaints
- Developed system to accurately track all inventory
- Gathered data on customer experience to improve practice
- Designed promotional flyers and emails sent to customers using Adobe products

Leadership: Monmouth College NCAA Athlete Soccer 2015-Present
Monmouth College Chorale 2015-Present
Scot Ambassador 2015-Present
Raices 2015-Present

Education

Include the following information

- Name of the institution(s) where obtained or working toward a degree, listed in reverse chronological order
- Official name of degree(s) and/or certifications(s) obtained or currently working toward
- Add Master's Thesis, Project and/or Dissertation title(s)
- Name of Advisor

Additional Sections

Depending on your background, you may want to add additional sections to your resume:

- Teaching experience and interests
- Research experience and interests
- Related experience: Internships, Practicum and/or fieldwork
- Grants received/academic awards
- Special training
- Scholarships and fellowships

Common Uses

- Graduate school admission, graduate assistantship or scholarship application
- Teaching, research and upper-level administrative positions in higher education
- School administration positions (superintendent, principal, department head)
- Research and consulting in a variety of settings
- Academic department and tenure reviews
- Careers in Medicine
- Grant proposal
- Speaking engagements
- Publishing and editorial board reviews
- Professional association leadership positions
- College or university service appointments

Action Words (verbs)

Is your resume career ready? Just as it is essential that you display a **professional work ethic** you must also be able to **manage your career**, by being able to articulate your values, knowledge, skills, abilities, experience and career goals and also identify areas necessary for professional growth. Employers who hire MC students and alumni look to candidates that display career readiness competencies in addition to other possible competency areas.

NACE'S CAREER READINESS COMPETENCIES*					
Teamwork/Collaboration					
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, sexual orientations, religions, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.					
Achieved	Improved	Partnered	Restored	Strengthened	Surpassed
Completed	Introduced	Provided	Revamped	Structured	Transferred
Contributed	Mediated	Recommended	Solved	Submitted	Unified
Expanded	Participated	Reduced	Streamlined	Supported	Utilized
Leadership					
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate others.					
Administered	Contracted	Established	Implemented	Motivated	Recommended
Chaired	Delegated	Evaluated	Improved	Oversaw	Reorganized
Conducted	Designated	Facilitated	Initiated	Planned	Spearheaded
Consolidated	Enhanced	Hired	Managed	Prioritized	Supervised
Critical Thinking/Problem Solving					
Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.					
Acted	Defined	Formulated	Leveraged	Observed	Recognized
Communicated	Distinguished	Gathered	Measured	Persisted	Reflected
Conceptualized	Estimated	Identified	Monitored	Persuaded	Resolved
Deduced	Examined	Inferred	Negotiated	Reasoned	Synthesized
Communications (Oral and Written)					
Articulate thoughts and ideas clearly and effectively in written and oral forms to people inside and outside the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.					
Advised	Contributed	Documented	Informed	Moderated	Published
Briefed	Cooperated	Drafted	Interpreted	Negotiated	Recruited
Clarified	Counseled	Edited	Lectured	Presented	Reported
Collaborated	Directed	Influenced	Mediated	Printed	Translated
Digital Technology/Technical					
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.					
Adjusted	Calculated	Digitized	Manufactured	Overhauled	Simulated
Applied	Calibrated	Engineered	Mapped	Programmed	Standardized
Assembled	Converted	Fabricated	Modified	Remodeled	Upgraded
Augmented	Designed	Installed	Navigated	Repaired	Utilized
Global/Intercultural Fluency					
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.					
Accompanied	Discovered	Interconnected	Programmed	Specialized	Volunteered
Adapted	Diversified	Internationalized	Projected	Strengthened	
Bridged	Expatriated	Licensed	Reconciled	Sustained	
Conversed	Explored	Listened	Recognized	Transnationalized	
Dedicated	Harmonized	Observed	Restored	Travelled	

*Adapted from the Career Readiness Materials developed by the National Association of Colleges and Employers (NACE).

Administrative/Clerical					
Approved	Collected	Implemented	Prioritized	Scheduled	Transformed
Arranged	Complied	Inspected	Processed	Screened	Updated
Catalogued	Dispatched	Maintained	Proofread	Set up	Validated
Charted	Distributed	Monitored	Purchased	Specified	Verified
Classified	Documented	Operated	Recorded	Standardized	Word Processed
Coded	Executed	Organized	Retrieved	Systematized	
Collated	Generated	Prepared	Reviewed	Tabulated	
Creative					
Abstracted	Customized	Entertained	Improvised	Made	Produced
Adapted	Demonstrated	Established	Initiated	Modeled	Revitalized
Arranged	Designed	Fashioned	Innovated	Painted	Shaped
Composed	Developed	Founded	Integrated	Performed	Sketched
Conceptualized	Directed	Generated	Introduced	Planned	Solved
Cooked	Drew	Illustrated	Invented	Predicted	Visualized
Financial					
Administered	Balanced	Developed	Investigated	Organized	Reduced
Allocated	Budgeted	Evaluated	Maintained	Planned	Selected
Analyzed	Calculated	Financed	Managed	Prepared	Tracked
Appraised	Checked	Forecasted	Marketed	Projected	Verified
Audited	Computed	Inspected	Ordered	Reconciled	
Research					
Analyzed	Conducted	Explored	Interviewed	Researched	Tabulated
Calculated	Correlated	Extracted	Investigated	Reviewed	Tested
Catalogued	Critiqued	Extrapolated	Located	Solved	Uncovered
Clarified	Discovered	Gathered	Monitored	Studied	Verified
Collected	Evaluated	Identified	Observed	Summarized	
Compared	Examined	Inspected	Organized	Surveyed	
Computed	Experimented	Interpreted	Proved	Synthesized	
Supporting					
Advised	Attended	Coordinated	Encouraged	Motivated	Resolved
Advocated	Cared	Counseled	Facilitated	Provided	Saved
Aided	Carried out	Delivered	Familiarized	Referred	Served
Assessed	Clarified	Educated	Guided	Rehabilitated	Suggested
Assisted	Coached	Empathized	Mentored	Represented	Supported
Teaching					
Adapted	Consulted	Enabled	Facilitated	Initiated	Stimulated
Advised	Cooperated	Encouraged	Graded	Instructed	Substituted
Assisted	Coordinated	Enforced	Guided	Schooled	Trained
Clarified	Counseled	Evaluated	Individualized	Served	Tutored
Coached	Developed	Explained	Informed	Set goals	

Wackerle Career and Leadership Center

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 wackerle@monmouthcollege.edu
 309-457-2115



monmouthcollege.edu/wackerle

@WackerleCenter

#FulfillYourCalling