

RÉSUMÉ RESOURCE GUIDE

Georgetown College

What is a résumé?

A résumé serves as an outline and summary of your education, employment history and pre-professional experiences. It acts as a marketing tool that you have created for employment opportunities. Your résumé is intended to communicate to an employer that you possess the necessary education, experience and qualifications for career opportunities.

*How do I get **started** on my résumé?*

Your college years are the ideal time to gain experience through internships, part-time work, and involvement in student leadership activities. These experiences and your academic training serve as the foundation for your resume. It is often helpful to take some time and write down all of the jobs, internships, volunteer experiences and activities you have been involved in.

Once you have written out all of your jobs and experiences, and identified some skills and accomplishments for each job or volunteer experience, the next step is to carefully review the job description you are applying for and make note of the skills and qualities sought by the employer. Next you will want to tailor your resume to each job you apply for as a way to match your most relevant experiences and skill sets with the ones listed in the job description.

IMPORTANT RÉSUMÉ WRITING TIPS:

- Always tell the truth- Exaggerations or inaccuracies on a résumé will come back to haunt you
- Focus your resume content on experiences that are relevant to the position that you are applying for. Remember a resume should be a summary of your most relevant educational and pre-professional experiences.
- Keep your résumé to one full page or two full pages - anything in-between one and two pages will appear unfinished
- Use a format that is clear and easy to read and do not use different fonts
- Be consistent with your formatting, font, and margins or right alignment
- Make sure there are no spelling errors and your résumé is free of basic grammatical errors
- Avoid using abbreviations, slang, and jargon
- Personal information such as your birth date, a photo, or ethnicity are generally not provided on a résumé;
- Do not put your references on the same page as your résumé. A separate page for your references (generally 3 need to be provided) should be created



Contact: gravescenter@georgetowncollege.edu or 502-863-8383

ANATOMY OF A RÉSUMÉ

At the top, center of your page your name should be in bold and between 12 and 16 pt. font.

Also include your relevant contact information: phone, address (campus and/or permanent) and e-mail.

OBJECTIVE

This is an optional section.

Objectives are goal statements and there is no consensus among recruiters if objective statements are necessary so if you are unsure, check with your career advisor. If you decide to use an objective, draw on the language in the position posting to help you write your objective and avoid vague objectives.

EDUCATION

Begin with your most recent education experience and list the school, program, degree, concentration/s or major/s and minor. Including your GPA is optional and can enhance a résumé if it is 3.0 or higher. Other education items may be study abroad programs, honors (such as making it on the Dean's list), or scholarships. You can also include a section on relevant coursework to showcase classes that are particularly relevant to the position.

EXPERIENCE

This section can also be titled Work Experience or Related Experience. It can include both paid and unpaid. Begin with your most recent job or volunteer experience and continue backwards in time.

Things to include in the Experience Section

- Company's or Institution's Name (typed in bold), City and State
- Your title or position (in italics) and the dates you worked/volunteered by month and/or years
- Accomplishment statements that clearly and concisely showcase your skills

Advice on crafting accomplishment statements

- List accomplishments in bullet format and begin each with an action verb
- Give specifics about how, why and with whom the skill was used
- Mention the benefits the company, institution or agency received because of your accomplishment and skills
- A typical experience will have 2-5 accomplishment statements
- Skills should be listed in past tense unless you are currently doing the activity
- Example accomplishment statements:
 - Conducted thorough research on after-school programs in Chicago through interviews with school officials and presented findings to the board of directors
 - Developed innovative brochures for upcoming programs to re-vitalize marketing strategy
- **Avoid the following phrases:** strong work ethic, team player, met or exceeded expectations, proven track record of success, works well with all levels of staff, results-oriented professional

ACTIVITIES

This section can include items such as Student Organizations, Professional Organizations, Volunteer Experiences and Honors and Awards. Depending on the role and the skills you gained, some of these items may go under experience. Include the name of the organization, the city and state, your title or position and the dates of your involvement. You may also use bullet points to go further into detail about what you accomplished.

SKILLS

Computer skills and language skills are mostly reserved for this section, but certain laboratory skills or use of special databases or equipment may also be mentioned. Only mention language skills if you are confident you can use the language in the position. Some ways to describe your language skills level are: Literate: Can comfortably read and write the language; Conversational: Can speak the language; Proficient: Can read, write and speak the language well; and Fluent: Can read, write and speak the language with similar skill to a native speaker. (You must be prepared to be interviewed in and work in this language when using Fluent speaker.)

SAMPLE FRESHMAN & SOPHOMORE RÉSUMÉS

Sarah Smith

400 E. College Street, # 5648
Georgetown, KY 40324
(270) 486-8549
ssmith@georgetowncollege.edu

EDUCATION

Georgetown College, Georgetown, KY Anticipated graduation May 2015
Bachelor of Arts
Major: Business Administration Minor: Psychology

Clark County High School, Winchester, KY August 2007 - June 2011
Honors Diploma Recipient
GPA: 3.7/4.0; Magna Cum Laude

WORK EXPERIENCE

Georgetown College Intramural Sports Georgetown, KY
September 2011 - Present
Referee

- Collaborate with other students to manage volleyball referee responsibilities
- Observe rules and maintain fair play during competitions

Georgetown College, Office of the Dean of Students Georgetown, KY
September 2011 - May 2012
Student Worker

- Provide general office support and respond to student e-mails
- Distribute information in print form and through social media applications
- Organize and copy important documents in compliance with federal FERPA confidentiality guidelines

CAMPUS ACTIVITIES & LEADERSHIP EXPERIENCE

- Georgetown College Model United Nations, participant September 2011 - present
- Georgetown College Freshmen Family Groups, participant September 2011 - present
(*A campus mentoring and religious devotion activity*)
- Clark County High School, senior class vice-president August 2010 - June 2011
- High school BETA club and National Honors Society 2009 - 2011

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)

Leah First

14 Lambkins Ave.
Georgetown, KY 40324
502-333-8033 * lfirst@georgetowncollege.edu

OBJECTIVE

To gain pre-professional experience in a business setting and utilize my computer/IT skills to provide support for company projects and goals.

EDUCATION

Georgetown College, Georgetown, KY (May 2016)

Bachelor of Arts

Major: Undeclared

Scott County High School, Georgetown, KY (2009 - 2012)

High School Diploma

GPA: 3.2/4.0

Coursework

- Business Writing
- Principles of Communication
- Principles of Macroeconomics
- Computer Science I

WORK EXPERIENCE

Subway, Georgetown, KY (August 2012 - present)

Sandwich Crew

- Assisted customers and prepared sandwich orders
- Assembled catering orders and provided support for delivery team

Regal Hamburg Pavilion 16, Lexington, KY (June - August 2012)

Customer Service Associate

- Processed ticket sales and assisted customers
- Prepared monthly reports for general manager using company software and analysis tools

STUDENT LEADERSHIP EXPERIENCE

Theta Zeta Delta Multicultural Sorority, Georgetown, KY (September 2009 - Present)

Member

- Promoted female empowerment and multicultural leadership by partnering with other cultural centers on campus in high-profile lectures and other events.
- Mentored new members, provided guidance to a group that began its own nonprofit startup, Bloomington Cares.

Georgetown College Residential Programs and Services, Georgetown, KY (September 2010 - May 2011)

Residence Advisor

- Developed and put on 10 programs a semester for over 40 residents, with topics on health and wellness, international affairs, U.S. politics, and education.
- Resolved student' concerns, acted as ombudsman for floor residents and presented issues to Residential Programs administrators.

COMMUNITY SERVICE

Fayette County Habitat for Humanity, *Volunteer*, Lexington, KY (March - September 2009)

Scott County Special Olympics, *Volunteer Coach*, Georgetown, KY (May - August 2011)

SAMPLE JUNIOR & SENIOR RÉSUMÉS

Martha Kent

mkent1@georgetowncollege.edu
859-339-5896
@martha_kent

42 Sandyridge Rd
Midway, KY 40347

EDUCATION

Georgetown College

Bachelor of Science in Business Administration
Minor: Economics
GPA - 3.7/4.0

Georgetown, KY
Expected May 2014

Oxford University, Regent's Park College

Academic Focus: English Literature

Oxford, England
Spring Semester 2012

Course Work

- Business Law
- Principles of Finance
- Marketing Research
- Organizational Behavior

INTERNSHIP EXPERIENCE

Lexmark

Marketing Intern

- Analyzed marketing research and provided information technology support for division manager
- Planned and coordinated a seminar on Adobe Creative Suite software programs
- Conducted outreach to local elementary and secondary schools on Lexmark community initiatives

Lexington, KY
June - August 2011

Merrill Lynch

Summer Analyst

- Provided analysis and research support for investment managers
- Designed, streamlined, and implemented Global Private Client tracking database
- Initiated Private Equity marketing library, expediting client marketing and fundraising

Indianapolis, IN
May - August 2010

Commonwealth of Kentucky – General Assembly

Legislative Intern

- Contributed to development, coordination, and management of various legislative events, including legislative bill signings, and commemorations
- Coordinated and scheduled meetings between legislature and government officials
- Created and modified extensive lists and databases of individuals and interest groups

Frankfort, KY
January - May 2010

SKILLS

Languages: Fluent in written, conversational French; proficient, conversational German

Computer Skills: Microsoft Excel, Word, PowerPoint, Access, Outlook; Internet Use

VOLUNTEER EXPERIENCE

Big Brothers Big Sisters of the Bluegrass, *Volunteer*, Lexington, KY

March - July 2010

Bluegrass PRIDE, *Rain Barrel Design Artist*, Midway, KY

July – August 2009

123 S. Main St.
Georgetown, KY 40324
(Until May 1, 2013)

Megan Starter
mstarter@georgetowncollege.edu
502-855-4848

960 Hastings St.
Chapel Hill, NC 27514
(After May 1, 2013)

OBJECTIVE

Seeking a marketing internship with a public relations firm where I can use my experience in marketing and advertising to publicize and promote clients' products and services.

EDUCATION

Georgetown College
Bachelor of Arts
Major: Psychology; Minor: Communication
Equine Scholar
GPA: 3.8/4.0

Georgetown, KY
May 2013

MARKETING AND EVENT PLANNING EXPERIENCE

Winston-Salem Parks and Recreation Department

Recreation Intern

Winston-Salem, NC
Summer 2010

- Programmed 9 weeks of summer day camps for 75 children ages 6-12
- Designed and implemented four new activity programs and two new special events
- Coordinated event logistics and park rentals using Rec-Trac software
- Supervised 15 counselors, organized training, coordinated activities, and facilitated weekly staff meetings
- Wrote weekly status reports to monitor and communicate effectiveness of programs and new events

Georgetown College Dance Marathon

Lead Organizer

Georgetown, KY
January - May 2009

- Promoted event to campus organizations resulting in record number of volunteers
- Supervised 300 student volunteers over the course of three 8-hour shifts

Georgetown College Activities Council

Vice President for Programming

Georgetown, KY
September 2008 - May 2009

- Planned campus organizations resulting in record number of volunteers
- Supervised 30 student volunteers over the course of three 8-hour shifts

Assistant Director of Forums

September 2007-May 2009

- Researched topics and compiled themes for 12 public awareness and entertainment programs for Georgetown College students
- Publicized programs by contacting campus groups and creating flyers with Adobe Photoshop

OTHER WORK EXPERIENCE

Galvin's

Server

Georgetown, KY
September 2008- present

- Provide Service for 7-10 tables simultaneously per shift in fast-paced environment
- Account for about \$1,200 nightly in receipts, tips, and tip-out

Fashion First

Sales Associate

Lawrenceburg, KY
Summers 2007 & 2008

- Created and placed displays to effectively market new products and store productions
- Promoted corporate products such as the Fashion First credit card
- Collaborated with team to stock sales floor and meet sales goals

Tony Tiger

400 East College Street Georgetown, KY 40324
Cell: 270-159-2653 * Home: 270-161-8033 * jlucent@georgetowncollege.edu

OBJECTIVE

Seeking a biochemistry internship where I can use my two years' experience designing experiments and conducting laboratory research.

EDUCATION

Georgetown College, Georgetown, KY (May 2014)

Bachelor of Science

Major: Biology

Minor: Chemistry

GPA: 3.4/4.0

Lab skills:

- Microbiology: Hemagglutination, mycoplasma, viral plaque, and antibody neutralization assays; gram-positive and gram-negative bacterial culture and identification; phage therapy
- Molecular biology: PCR reactions; DNA repair, cloning, and sequencing; transposition/transduction; gene fusion
- Chemistry: Recrystallization; extraction; distillation; gas chromatography; high performance liquid chromatography

RESEARCH EXPERIENCE

Georgetown College Department of Biology, Georgetown, KY (September 2011 – Present)

Laboratory Technician, Asher Science Center

- Analyze ecological interactions such as herbivory, seed predation, and seed dispersal in the evolutionary trajectories of new species in the sunflower genus *Helianthus*
- Measure and analyze the introgression of insect herbivore resistance traits
- Maintain a clean and orderly laboratory environment, write and file reports every two weeks in order to track each experiment's progress

University of Kentucky Healthcare, Division of Clinical Pharmacology, Lexington, KY (Summers 2010-2011)

Research Technician

- Recorded, in great detail, individualized responses to a specific drug therapy to help researchers determine efficacy of treatment
- Performed kinetic, inhibition, and correlation analyses in human liver microsomes and experiments in expressed human cytochromes P450 to identify primary and secondary metabolic routes of exemestane and the P450s, catalyzing these reactions at therapeutically relevant concentrations

U.S. Geological Survey, Lexington, KY (Summers 2008-2009)

Student Trainee (Hydrology)

- Collected samples from streams and rivers throughout the state of Kentucky according to USGS standards
- Analyzed samples for algal biomass and chlorophyll data and recorded information into lab dogs

RÉSUMÉ EXTRAS

Action Verbs for Accomplishment Statements

Skill: Communication

Articulated, Collaborated, Communicated, Composed, Condensed, Consulted, Conveyed, Corresponded, Developed, Directed, Discussed, Drafted, Edited, Enlisted, Formulated, Incorporated, Influenced, Interacted, Interpreted, Interviewed, Lectured, Marketed, Participated, Presented, Promoted, Proposed, Publicized, Recruited, Reported, Resolved, Synthesized, Translated

Skill: Creative

Adapted, Combined, Conceptualized, Created, Customized, Designed, Established, Illustrated, Initiated, Integrated, Modeled, Performed, Photographed, Planned, Revitalized

Skill: Data/Financial

Administrated, Allocated, Analyzed, Assessed, Audited, Budgeted, Computed, Determined, Forecasted, Managed, Projected, Qualified, Reduced, Researched

Skill: Helping

Adapted, Advocated, Coached, Demonstrated, Encouraged, Expedited, Facilitated, Furthered, Prevented, Represented, Supplied, Volunteered

Skill: Leadership

Appointed, Assigned, Authorized, Contacted, Coordinated, Delegated, Developed, Directed, Emphasized, Enforced, Enhanced, Established, Generated, Incorporated, Initiated, Instituted, Managed, Planned, Prioritized, Reorganized, Scheduled, Secured, Streamlined, Strengthened, Supervised

Skill: Organizational

Arranged, Catalogued, Categorized, Charted, Compiled, Distributed, Executed, Generated, Incorporated, Maintained, Monitored, Obtained, Organized, Responded, Reviewed, Screened, Submitted, Standardized, Systematized, Validated

Skill: Research

Collected, Compared, Conducted, Evaluated, Experimented, Extracted, Formulated, Investigated, Reviewed, Summarized, Surveyed

Skill: Technical

Assembled, Calculated, Converted, Designed, Engineered, Fabricated, Installed, Maintained, Operated, Programmed, Specialized, Standardized, Studied, Upgraded, Utilized

Tips on Sending Your RÉSUMÉ to Employers

- Always, always have at least two people proof-read your résumé for spelling and grammar mistakes before submitting a résumé. All it takes is one misspelled word to cost you an interview.
- If you are submitting your résumé electronically then make sure you save your document as Word 97/2003 (NOT as a Word 2010). Many organizations have not yet updated their systems to Word 2010. If possible, save and submit your document as a PDF to ensure that there are no formatting changes upon arrival.
- If you are mailing your résumé through the postal system then print it on white paper that is clean and professional - free of wrinkles and coffee stains.
- Save your resume on TigerNet.georgetowncollege.edu so that you can apply for positions via the Georgetown's internal job/internship board.