



## Tips for Career Success: Build a Better Resume

You never get a second chance to make a first impression, so having a well-written resume that reflects your experience and skills is essential. To ensure your resume is in tip-top shape, review it with your professors, managers and especially the Career Development & Internship Center! Then, upload a copy to Assumption Career Connection at <http://assumption-csm.symplicity.com> and start applying to internships and jobs.

### 1. FORMAT

- Be concise but descriptive. Limit: 1 page.
  - Font should be no smaller than 10pt
  - Margins should be no smaller than 0.3"
- No personal pronouns (I, my, we, our)
- Maintain consistency by aligning headers, bullets and time periods

### 2. HEADING

- Name
  - Bold, centered, larger than the rest of your resume (size 12-14 font)
- Cell phone, email, and LinkedIn URL
- List home address and campus address

### 3. EDUCATION

- Name of college & location
- Bachelor of Arts, Major: & Minor:
- Anticipated year of graduation
- GPA if it is 3.0 or greater
- Study Abroad: list school, location, and semester (optional)

### 4. COURSEWORK or PROJECTS (optional)

- Describe relevant coursework with details about projects you completed
  - Was it a team effort? Were you team lead?
  - Did you conduct research?
  - What were your findings/results?

### 5. EXPERIENCE

- List in chronological order starting with the present
- Use the present tense for current roles; past tense for past roles
- Include 2-4 bullets for each experience
  - Provide more information for more relevant experiences
- Start each bullet with a different verb & quantify when possible
  - How many, how much, for how long

### 6. ACTIVITIES

- Clubs, organizations, volunteer work, and sports
- Include time periods for each, and list in chronological order (same as experience)
- Optional: include 1-2 bullets for each to describe your role

### 7. SKILLS

- List computer skills and include proficiency level: basic, intermediate knowledge
- List language skills if conversational, fluent
- Additional certifications (ex: CPR)

## SAMPLE RESUME

**Sara Smith**  
508-123-4567

[ssmith@assumption.edu](mailto:ssmith@assumption.edu)

[www.linkedin.com/ssmith](http://www.linkedin.com/ssmith)

### Home Address

15 Hound Way  
Boston, MA 02115

### Campus Address

500 Salisbury St, Box 111  
Worcester, MA 01609

### EDUCATION

**Assumption College**, Worcester, MA  
Bachelor of Arts, Major: Marketing, Minor: Chemistry  
Dean's List

**May 2014**  
**GPA: 3.68/4.0**  
Fall 2012, Fall 2013-Present

### COURSEWORK

- **Marketing Management:** Developed and implemented a marketing strategy to promote a local business and to drive foot traffic and increase sales. Through advertising and social media, the company increased sales by 10%.
- **Environmental Chemistry:** Collected and analyzed water sample characteristics via titration to understand water hardness and used pH meter to measure and understand how varied environments affect pH.

### EXPERIENCE

**Enterprise Rent-A-Car**, Worcester, MA  
*Management Intern*

**September 2013-Present**

- Independently manage customer accounts and provide assistance when needed by handling conflict resolution and addressing customer concerns
- Analyze daily reports tracking rental volume by district and make suggestions to improve based on results
- Assist manager with daily tasks such as customer outreach, community marketing and customer acquisition

**Stop & Shop**, Boston, MA  
*Cashier*

**August 2010-Present**

- Provided excellent customer service by assisting customers at checkout and bagging groceries
- Managed cash drawer of \$500 and balanced drawer at beginning and end of shift to ensure accuracy

**Child Care Provider**, Worcester, MA

**September 2011-May 2013**

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play

### ACTIVITIES

**Greyhound Association For Marketing Enrichment (GAME)**  
*VP for Events*

**Spring 2012-Present**

- Collaborate with other VPs, faculty and alumni association to organize monthly guest lecturers from the marketing field

**Assumption College Lacrosse (NCAA Division II)**

**Fall 2012-Present**

- Participate in community service projects and team fundraising
- Devote 15 hours per week to practice, games and travel while balancing a course load of 15 credits and a part-time job.

**Campus Activities Board (CAB)**

**Fall 2012-Fall 2013**

### SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, Facebook
- First-aid CPR certified