

Resume Writing Guidelines

- Your resume should summarize your skills and background as they relate to the position AND the employer's needs.
- Your resume is an essential marketing tool that highlights your accomplishments, skills, strengths and experiences.

Resume Types

Chronological Resume

Highlights your information in reverse chronological order – list most recent first and work backwards. Descriptions should highlight your skills, accomplishments, and contributions, not merely list dates and titles.

Functional Resume

Highlights your skills and emphasizes what you have done rather than where/when you did it.

Combined Resume

Highlights your resume by grouping similar experiences together - uses headings such as Teaching Experience, Accounting Experience, Communication Experience, etc.

Resume Tips

- Develop your resume as a Word document, but save it as PDF before sending.
- Set margins between .5 and 1 inch on all sides.
- Do not use a Resume Template – Editing templates can be difficult, and are easily recognizable by recruiters. Some employers may assume a lack of effort on the candidate's part if they receive a template resume.
- Use a conservative and easy to read font like Times New Roman or Arial.
- Use a font sizes between 10 and 12 points. A slightly larger font is recommended for your name.
- Be sure your resume is attractive and easy to read. Content must be spaced neatly with no grammatical errors/typos.
- Ideally, limit the resume to one page.
- Write accomplishment and result-oriented statements – lead with strong action verbs.
- Save your resume with a file name that includes your name – for example: SusanSmithResume
- Be sure to edit and proofread carefully and have others proofread your resume as well – do not rely upon spell check!

Sending Resumes

Mail

- Final hard copies should be printed on white or cream resume paper. If mailing your resume, it is best to use an 8x11 envelope to avoid creases.

Email

- When emailing your resume as an attachment, attach it as a PDF to avoid formatting changes when it is opened. Some employers are wary of opening attachments due to viruses and may prefer the resume in the body of the email.
- Email the resume to yourself first to check the formatting/spacing of the text in the email and edit as necessary before sending to the employer.

On-Line Applications

- Employers are increasingly requesting students apply both through eFriars and also through their company web site. Pay close attention to the application instructions.

Fax

- If you are faxing your materials be sure to include a cover sheet (a generic form is available in the Career Education Center). Always call to confirm that your fax has been received.

Resume Sections

Listed below [are some typical headings. Use other headings, depending on your unique experiences, such as Leadership, Sports Achievements, Honors, Community Service, Non-Profit Experience. Headings focus the reader's attention to the message that you want to send as it relates to the position.](#) All section headings should be set in ALL CAPS.

Identifying Information

- Include your name, address, phone number and e-mail address (Be sure that both your email address and voice message are professionally appropriate). Personal information such as marital status, age, etc. should NOT be included.

Education

- Begin with the most recent school information and work backwards. You can include the major, minor, projects, research and expected year of graduation. As a rule, include your GPA if it is 3.0 or higher. If it is higher in your major, then include both. Significant Honors, Awards, Achievements and/or Related Courses & Projects can also be separate sections. Include high school only if it works to your benefit (prestigious school, academic achievement, key leadership). Definitely include any study abroad education.
- If you have worked significantly during college to finance your expenses, include the % of expenses earned. For example: Averaged 25 hour work week during the school year to assist in financing 50% of college expenses.

Experience

- Begin with most recent experience information and work backwards if using the Chronological format OR with most important experience information if using either Functional or Combined formats. Include summer, part-time employment and internships. Related volunteer work may be listed here or elsewhere.
- Only list the entry with city & state - do not list the complete mailing address, and be sure to list the date (see samples).
- If you worked multiple summers for one employer with different job titles, list the employer once, and then list and describe the positions and responsibilities, beginning with the most recent. Highlight accomplishments, increased responsibilities, and skills developed. Where possible, quantify your achievements, for example: Trained and supervised 10 students and managed a \$10,000.00 budget.
- Summarize or simply list non-related jobs, e.g., Additional Positions: Waitress (Summer 2010), You do not have to list every position you have ever had, only what is most relevant to the position.

Activities

- Highlight activities outside of the classroom, especially those that demonstrate leadership, teamwork and relevant experience. Identify the organization(s), and your involvement (office held, committee work). Describe key activities in more depth and simply summarize/list the others. If your activities are more significant than work experience, place the activities section first. Alternate titles: College Involvement, Leadership Activities, Activities & Service, etc.

Special Sections

- A section on Skills is highly recommended. Other headings include Special Skills, Summary of Skills, Language Skills, etc.

References

- References should NOT be listed on a resume. You may bring *a separate list* of references to an interview.

Assessment Exercises

Personal Strengths

Consider the qualities you have or best describe you. How have you developed or demonstrated these strengths? Select the strengths below that best describe you and then consider using these words in your resume and cover letter.

Accurate	Dependable	Loyal	Responsive
Analytical	Detail-Oriented	Optimistic	Results-Oriented
Assertive	Diplomatic	Organized	Risk-Taker
Authentic	Dynamic	Outgoing	Self-Reliant
Candid	Energetic	Patient	Sense of Humor
Competitive	Enthusiastic	Perceptive	Sincere
Confident	Expressive	Perform Well Under Stress	Spontaneous
Conscientious	Innovative	Persistent	Tactful
Cooperative	Flexible	Poised	Team Player
Creative	Goal-Oriented	Problem-Solver	Team-Oriented
Curious	Initiative	Punctual	Tolerant
Decisive	Leader	Reliable	Versatile

Analysis of a Job or Activity

Before writing your resume, do a thorough analysis of your various jobs, internships, and/or volunteer positions. Do not merely list duties and responsibilities – detail the accomplishments, achievements, and skills you have developed or demonstrated.

Write your draft descriptions referring to the factors listed below

- Describe your tasks and responsibilities
- Quantify your results (supervised 5 people; increased program attendance by 25%, etc.)
- What strengths, qualities, and skills have you developed?
- What did you learn?
- Write concise, accomplishment-oriented descriptions that include important qualities, strong action verbs and key words.

Highlight Your Accomplishments - Use Skill Set Action Words

COMMUNICATION	FINANCIAL	MANAGEMENT	RESEARCH	TECHNICAL
Addressed	Administered	Administered	Specified	Assembled
Arbitrated	Allocated	Analyzed	Clarified	Calculated
Arranged	Analyzed	Assigned	Collected	Computed
Authored	Appraised	Attained	Diagnosed	Designed
Corresponded	Audited	Chaired	Documented	Detected
Directed	Balanced	Contracted	Critiqued	Devised
Drafted	Budgeted	Consolidated	Evaluated	Engineered
Edited	Calculated	Coordinated	Examined	Fabricated
Enlisted	Computed	Delegated	Extracted	Integrated
Formulated	Developed	Developed	Identified	Maintained
Influenced	Downsized	Directed	Inspected	Motivated
Interpreted	Forecasted	Evaluated	Interpreted	Operated
Lectured	Generated	Executed	Interviewed	Programmed
Mediated	Managed	Improved	Investigated	Remodeled
Moderated	Marketed	Increased	Located	Revamped
Negotiated	Planned	Instituted	Reviewed	Solved
Persuaded	Projected	Organized	Screened	Streamlined
Promoted	Researched	Oversaw	Summarized	Trained
Publicized	Secured	Planned	Surveyed	Upgraded
		Prioritized	Systematized	
		Produced		
		Recommended		
		Reviewed		
CREATIVE	HELPING	OFFICE SUPPORT	TEACHING	
Acted	Assessed	Allocated	Adapted	
Conceptualized	Assisted	Approved	Advised	
Created	Clarified	Arranged	Clarified	
Designed	Coached	Catalogued	Coached	
Developed	Counseled	Classified	Communicated	
Directed	Demonstrated	Compiled	Coordinated	
Established	Diagnosed	Dispatched	Demonstrated	
Fashioned	Encouraged	Executed	Developed	
Founded	Educated	Formulated	Educated	
Illustrated	Empathized	Generated	Enabled	
Integrated	Expedited	Implemented	Encouraged	
Introduced	Facilitated	Inspected	Evaluated	
Invented	Familiarized	Monitored	Explained	
Modernized	Guided	Operated	Facilitated	
Originated	Referred	Organized	Guided	
Performed	Rehabilitated	Prepared	Informed	
Planned	Represented	Processed	Initiated	
Publicized	Supported	Purchased	Instructed	
Revitalized	Supplied	Recorded	Motivated	
	Rectified	Retrieved	Persuaded	
		Scheduled	Presented	
			Set Goals	
			Stimulated	

KEVIN BRADY

Kbrady12@hotmail.com
401-865-5555

Providence College:
1 Cunningham Square
Providence, RI 02918

Permanent Address:
22 Caritas Street
Hanover, MA 01853

EDUCATION

Providence College, Providence, RI May 2012
Candidate for Bachelor of Science in Management
Business Studies Certificate

St. Joseph's High School, Milton, NY June 2008

HONORS

GPA: 3.6/4.0
Dean's List, National Collegiate Leadership Award

SKILLS AND LANGUAGES

Knowledgeable in MICROSOFT Office – Word, Excel, and PowerPoint
Conversational Spanish

EXPERIENCE

John Doe for County Treasurer, Boston, MA Summer 2011
Financial Consultant

- Hired as sole consultant to manage and execute fundraisers with U.S. Congress Representatives
- Raised over \$12,000, exceeded target goal by 20%

Property Corporation, Boston, MA Summer 2010
Tenant Liaison

- Handled prospective tenant inquiries for a Real Estate Management Company
- Served as customer representative for tenant complaints and requests

Massbank for Savings, Pembroke, MA Summers, 2007 – 2009
Bank Teller

- Ensured proper cash handling and account information
- Processed saving and checking account transactions, including mortgages and other loan payments
- Assisted supervisors with balancing the cash flow of the vault and ATM

LEADERSHIP

Providence College, Providence, RI July 2010
Orientation Leader

- Hosted parents and incoming freshmen for two-day college orientation sessions
- Facilitated small group question and answer sessions for students and parents
- Presented programs regarding sensitive issues in order to educate students

ACTIVITIES & VOLUNTEERISM

Habitat for Humanity March 2010

- Organized logistics and participated in alternative spring break trip to rebuild homes in LA
- Coordinated worksite tasks and helped facilitate evening and cultural activities

PC's Winter Break Career Shadowing Day

- Interacted with alumni and executives in order to gain insight and advice regarding the management field

JULIA JACOBS
jjacobs10@hotmail.com

1 Cunningham Square
Providence, RI 02918
C: 401-865-5555

22 Brook Street
Chelmsford, MA 01824
H: 979-256-5555

EDUCATION

Providence College, Providence, RI
Bachelor of Arts, May 2013
Major: English Minor: Women's Studies
Honors: GPA: 3.2, Dean's List, National Collegiate Leadership Award

EXPERIENCE

Providence College Providence, RI
Resident Assistant August 2011 - Present

- Manage a university residence hall floor of 36 diverse undergraduate students.
- Run monthly floor meetings and conduct frequent room drop-ins to discuss events, developments, and concerns to ensure that students are kept up-to-date on all pertinent information.
- Work in Residence Life office for 10 to 15 hours per week performing duties such as responding to student and staff questions, answering telephones, and operating computers and various office equipment.
- Enforce College and Residence Life rules and regulations resulting in a safe, orderly and enjoyable living environment.

CVS Store Support Center Woonsocket, RI
Merchandising Intern Fall 2012

- Gave suggestions for the Private Label and Snack teams by performing a 360° review of the category.
- Provided support for the Private Label team which included creating Power Point presentations used at corporate meetings.
- Observed the CVS competition with specific attention to their private label snacks.

Kronos Chelmsford, MA
Intern in Communications Department Summer 2012

- Assisted with internal and external communications including media relations, online outreach, newsletter production and other outreach activities.
- Supported clients' social media efforts including posting updates on Facebook fan pages and contributing ideas for company blogs.
- Prepared an event summary notebook identifying the event planning steps along with a timeline and copy of materials provided.

LEADERSHIP

Class of 2012 College Leadership Rhode Island – sponsored by Fidelity Investments

- Participant in a selective program (1x per month) for college students that encourages civic engagement and involvement.
- Worked cooperatively with classmates on service project involving donations to RI's homeless.
- Organized a campus wide donation drive to encourage Providence College students and faculty to support the cause and spread awareness about homelessness.

2013 Sophomore Class President

- Organized fundraisers and planned events such as Sophomore Snowball, which included creating flyers and posters.
- Involved in the process of researching and passing legislation.
- Volunteered over 100+ hours with campus-wide events.

ACTIVITIES

Relay for Life, The COWL, PC Pals

SKILLS

MICROSOFT Office – Word, Excel, and PowerPoint

Manning Harrison

mharris07@providence.edu

Providence College, 1 Cunningham Square, Providence RI 02918
8989 Touchdown Way, Colts, MA 15845 401.865.2525

EDUCATION

Providence College, Providence, RI
Bachelor of Arts in Psychology, May 2014
GPA: 3.1; Major GPA: 3.3; Dean's List

Trinity College, Dublin, Ireland, Fall 2012
Fulfilled academic requirements while traveling throughout Europe and experiencing various cultures.

EXPERIENCE

Psychology Department, Providence College, Providence, RI
Teacher's Assistant January 2012 – Present
Assist professor in preparing for classes, readings and various office tasks

Hillside Hospital, Providence, RI
Student Intern Summer 2012
Observed focus group activities and engaged patients. Assisted group leader in activities and discussion. Read, researched and implemented the skills needed to plan and lead a small group discussion. Read manuals and books on cognitive behavioral therapy. Reviewed patients' cases to understand the clinical presentation of various diagnoses.

Peterboro Residential School, Links, MA
Camp Counselor/Direct Care Staff Summer 2011
Residential school for young men with emotional and behavioral disorders - direct care staff for residential home. Worked directly with residents helping with activities of daily living.

Countryside Camp, Courtland, MA
Camp Counselor Summer 2010
Interacted with and assisted children with autism and behavioral disorders in government subsidized summer camp.

INVOLVEMENT

Providence College Office of Career Services
Peer Career Assistant
Selected for competitive peer career program which leads group seminars on career development and job search topics. Promote services to students and assist with special events.

Hasbro Children's Hospital
Volunteer
Interacted with medical team while facilitating activities with patients.

Best Buddies, Providence College Chapter
Activities Director
Served as activities director of group that pairs college students with individuals with intellectual disabilities in the community. Planned and facilitated activities for monthly group gatherings.

ACTIVITIES

Big Brothers Big Sisters; PC Pals; Colleges Against Cancer

MACY BENJAMIN

549 River Avenue, Providence, RI 02918 | mbenjamin@friars.providence.edu
22 Caritas Street, Chelmsford, MA 01824 | 401-865-5555

EDUCATION

Providence College, Providence, RI
B.S. Marketing, May 2013
Minor: Public and Community Services
GPA: 3.6/4.0; Honors & Dean's List

Boston University
London Internship Program in Public Relations
London, UK, Spring 2011

MARKETING & COMMUNICATION EXPERIENCE

Marketing Intern, State Street Corporation, Boston, MA, Summer 2012

- Supported Employee Communications team on projects, efficiently meeting deadlines.
- Tracked all projects in database, creating a year-end report of communication activities.

Managing Editor, The Cowl, PC's Weekly Student Newspaper, Providence, RI, 2012 – Present

- Facilitated discussions between editorial, business, advertising, and writing staff.
- Oversaw execution of application and hiring process and managed office logistics, supplies, and technical support.
- Recorded and cataloged information for 80+ staff members.

Radio DJ and Host, Providence College Radio, Providence, RI, Fall 2010 – 2011

- Co-host of weekly morning talk show for station.
- Arranged for guest alumni speakers to discuss their jobs.

LEADERSHIP & ATHLETIC EXPERIENCE

Captain, Providence College Women's Softball Team, Providence, RI, September 2009 – Present

- Devoted 30+ hours weekly while maintaining strong academics.
- Developed leadership, time management and organizational skills.
- Contributed to a goal-oriented team and motivated players to lead by example.
- Demonstrated a strong work ethic, competitive spirit; Third Team All-Big East (2010).

Orientation Leader, Providence College, Providence, RI, Summer 2011

- Hosted parents and incoming freshmen for two-day college orientation sessions.
- Facilitated small group question and answer sessions for students and parents.
- Presented programs regarding sensitive issues in order to educate students.

Volunteer, Habitat for Humanity, Providence, RI, Summer 2010

- Organized logistics for the two-week Summer Youth Blitz program.
- Coordinated worksite tasks and helped facilitate evening and cultural activities.

Member, Providence College Debate Team, Providence, RI, Fall 2011 – Present

- Encouraged recruiting and membership and organized social events.
- Participated in community events to encourage and expand debate in Rhode Island high schools.

SKILLS & INTERESTS

Fluent Spanish. Proficient with Microsoft Office Suite, Outlook, Excel, Publisher, PowerPoint and SAS. Basketball Intramurals 2008-2012. Career Shadowing Program. PC Pals.

JORDAN P. BRANCH

jbranch06@providence.edu

5 William Henry Drive, Ice, ME 04038

12 Pembroke Avenue, Providence, RI 02918 401.222.1414

EDUCATION

Providence College, Providence, RI

B.A. Elementary and Special Education, May 2013

GPA: 3.5

CERTIFICATIONS

- Elementary Education Grades 1 - 6
- Special Education - Mild/Moderate Disabilities, Elementary/Middle Level
- First Aid/CPR

STUDENT TEACHING & EDUCATION EXPERIENCE

Greystone Elementary School

Grade 3-Regular Education/Inclusive, Suburban

North Providence, RI

January – March 2013

- Incorporated all curriculum areas in self-designed thematic unit that included various learning vehicles to accommodate all students' needs.
- Designed and implemented effective classroom management techniques.
- Worked with a diverse population of students focusing on individual and class needs.
- Created and taught daily lessons using manipulative and original activities, which resulted in increased participation and enthusiasm.
- Completed a three week period during which assumed full responsibilities of the cooperating teacher.
- Attended and helped facilitate parent-teacher conferences, increasing parent-teacher interactions.

Stephen Olney School

Grades 3, 4, and 5 - Self Contained Classroom, Suburban

North Providence, RI

March – May 2012

- Worked in a self-contained Special Education setting teaching children with a wide range of disabilities including Down Syndrome, Bipolar, Mental Retardation, and Autism.
- Designed and implemented lessons geared toward individual IEP goals for students in grades 3, 4, & 5.
- Gained valuable experience with varied approaches for reading including Ed-Mark and guided reading.
- Developed an Individualized Education Plan and personal instruction for 1 student.
- Created a hands-on science unit on shadows.

Charles C. Shaw Middle School

Teacher's Aide

Mount, ME

May – June 2010

- Worked with seventh grade student with severe behavior and learning disorder.

Gorham School Department, Mount, ME, May – June 2010

Substitute Teacher

- Taught in regular and special education classrooms, grades K-8.

Mount Recreation Department

Summer Camp Assistant Director

Mount, ME

June – August 2010

- Worked collaboratively with Camp Director and staff of 30 to create activities, field trips, behavior plans, and parent-counselor collaboration for campers ages 5-8.

PRACTICUM

Veazie Street School

Resource Room, Urban

Providence, RI

September – December 2011

- Designed and implemented morning meeting activities and classroom management strategies based on Responsive Classroom philosophies.
- Developed an IEP for an individual student based on formal and informal assessments.
- Met weekly in small groups with special needs students, grades K-2.

Cunningham School

Grade 3- Reading, Urban

Pawtucket, RI

January – May 2011

- Planned, organized and implemented team-taught, small group, and class lessons in the area of reading.
- Focused on accessing background knowledge, new word strategies, sequencing, retelling, and identifying parts of a story for students of various reading levels.
- Met and planned individualized instruction for student using a running record and retelling assessment.

LaPerche Elementary School

Grade 3-Social Studies and Language Arts, Rural

Smithfield, RI

September – December 2011

- Developed and implemented team-taught lessons in Language Arts and Social Studies.
- Planned a Community Service Learning Project.

Baldwin Elementary School

Grade 3-Science and Math, Urban

Pawtucket, RI

January – May 2009

- Developed and team-taught weekly multidisciplinary lesson plans focusing on Science and Math classroom curriculum; Lesson topics included adding with decimals and insects.

ATHLETICS

Rugby: Four year member of the Providence College Women's Rugby Team, Division Two Northeast Champions; Competed in the National Collegiate Rugby Championship.

Soccer: First team Western Maine Conference, captained junior and senior year.

Cheerleading: NCAA All-American Nominee, Western Maine Conference Champions.

VOLUNTEERISM

Big Brother Big Sister, PC Pals Mentoring Program, St. Mary's Parish

SKILLS & LANGUAGES

Language: conversational *ASL*, conversational *Spanish*

Computers: MS Word, Excel, PowerPoint, Access, & Publisher