

Resume Guide

What is a resume?

A resume is a summary of your professional and personal qualifications for a job, internship, fellowship, graduate program or professional school. It should provide the reader with a “snapshot” of your education, skills, work experiences (paid and unpaid), activities, and achievements. Most readers, particularly employers, will only spend 30 to 60 seconds initially reviewing your resume, so first impressions count! Your resume should be well-formatted, concise, and easy-to-read so that the reviewer doesn’t have to fish through blocks of text to find your qualifications. If your resume effectively demonstrates how you have used relevant and transferable skills to produce results, it will make the reviewer want to learn more about you as a candidate. Ultimately, the primary purpose of your resume is to convince the reviewer to offer you an interview where you can then “close the deal.”

Quick Resume Guide Summary

1. Your resume should only be one page in length and free of all spelling and grammatical errors
2. Take a personal inventory to identify all of your skills, experiences, and accomplishments
3. The process of taking a personal inventory can also be instructive for helping you narrow down the types of career opportunities you want to pursue
4. Organize your resume into sections to categorize your experience
5. Bullet out your experience; begin your bullets with action verbs
6. As much as possible, don’t simply list out tasks and responsibilities; write about the skills and abilities you used to complete those tasks and emphasize your accomplishments and achievements
7. As much as possible, try to quantify your accomplishments and achievements to put your experience in context
8. Demonstrate that you are results-oriented and have direct or transferable skills
9. Other common things employers look for are leadership skills, communication skills, the ability to work in a team environment, analytical skills, research experience, problem solving ability, initiative, entrepreneurial spirit, and work ethic; demonstrate some, most, or all of these on your resume
10. Be honest and straightforward on your resume; don’t hesitate to confidently discuss your achievements, but avoid exaggeration
11. Definitely look at resume examples in this guide and elsewhere, but make some of your own style within the guidelines of standard resume format presented in this guide; you don’t want your resume to simply be a carbon copy of every other Pitzer student’s resume
12. Many employers will only spend 30–60 seconds initially reviewing your resume, so first impressions count
13. A resume alone will almost never land you a job; the purpose of your resume and cover letter is to convince an employer to offer you an interview
14. If you have any questions about writing a resume or working toward your career goals, please visit Career Services and meet with a career counselor

Table of Contents

What is a resume?	1
Quick Resume Guide Summary	1
Resume Checklist	3
Resume Format	4
Additional Resume Sections	6
Resume Layout	7
E-mailing or Uploading your Resume	8
Action Verbs	9
Resume Rubric	10
Samples	11
References	17

Resume Checklist

- My resume is one page
- My resume has no spelling or grammatical errors
- My resume accurately and truthfully reflects my experiences
- My resume summarizes my qualifications
- My accomplishment statements start with Action Verbs
- My resume has listed my most recent experiences first—Reverse Chronological
- My resume uses Calibri, Cambria, Garamond, Ariel, or Times New Roman font
- My resume uses a font of 10 points or greater
- My resume format is easy to read and is not from a template (i.e. Microsoft Word).
- My resume uses black ink only for ease of scanning and photocopying

Resume Format

Contact Information

- Include Name, Address, Zip Code, Telephone, and Email Address at the top of your resume
- If you are applying to positions around Pitzer College or Southern California, you may choose to list only your Pitzer mailing address; if you are applying to positions closer to home outside of Southern California, you can list both your permanent mailing address and your Pitzer address
- Include a phone number that you check often and that will allow you to receive calls or messages from employers
- Make sure to have a professional sounding voice mail message, not something cute or crazy
- Include an e-mail address that you check regularly and that is simple and professional
- Make sure that your email address doesn't expire
- If you have a LinkedIn profile you can include your LinkedIn profile URL in your heading
- QR barcodes can also be included in your heading

Education

- For current Pitzer College students, this is always listed first: College name, Location, Degree, Major/Minor, Expected Graduation Date (or Class of 20xx)
- Study Abroad: College name, Location, and Semester and year attended
- Relevant Courses (Optional): list classes that are directly related to the position/industry in which you are applying
- Senior Thesis and Independent Studies: state thesis title or name of independent study project
- Grade Point Average: list if favorable (typically 3.00 or above); carry out to 2 decimal places (e.g., 3.25)
- You can also list your Major GPA, especially if it is higher than your overall GPA
- High School information: generally only list if you are a first or second year student; you may want to list if your high school is top ranked in the location you are from and the employer will know of it; also you may want to list it if you obtained a significant honor (e.g., Valedictorian, Senior Class President)

Honors & Awards

- Include academic honors, scholarships, honor societies, or awards
- You should include the dates you earned these awards; semester and year is sufficient

Experience

- Potential section titles may include: Experience; Work Experience; Employment; Professional Experience; Leadership Experience; Additional Experience
- For targeting your resume to a particular job/industry you may categorize your experience using special titles (e.g., Research Experience; Teaching Experience; Environmental Experience; Cross Cultural Experience; International Experience)
- List your current or most recent employment first and continue in reverse chronological order
- Include full and part-time work experiences, internships, volunteer work, significant projects outside of the classroom (you may choose to list volunteer work in a separate "Community Service" section of your resume)
- Include job title, employer name, location, and dates of employment
- Use action verbs and skill words (see action verbs page) to detail and quantify your accomplishments, duties, and work responsibilities
- All experience does not need to be included on your resume; carefully select the experiences that demonstrate your qualifications and will help land you an interview
- Avoid using personal pronouns such as "I", "me", or "my" on your resume; the use of these pronouns is not considered standard practice in resume writing

Additional Resume Sections

Skills

- Computer Skills: list software programs and hardware with which you are proficient; for Microsoft Office, list out each type Office software with which you are proficient (e.g., Microsoft Word, Excel, PowerPoint, Access)
- Languages: include level of proficiency (e.g., native, fluent, proficient)
- Technical Equipment: list for media, lab, and science positions
- Activities
- List the organizations, positions held, and dates involved (if the involvement is related to the job/industry you are applying to, you may consider including it in your experience section)
- Types of activities might include student government, student clubs, athletics, music groups, community service, special projects, and volunteer work

Interests (Optional)

- This can include travel, personal interests, and activities that can often serve as “icebreakers” in an interview
- Don’t go overboard listing out lots of interests or interests that may come across as pithy, banal, or make you seem unprofessional (e.g., reading, pranking, going to the beach)
- Only include interests you have genuinely pursued

Publications

- List any of your work that has been published, especially if it helps demonstrate your knowledge, expertise, or interest in areas relevant to an opportunity
- Use standard citation format
- Presentations
- List the dates and names of your presentations/lectures and the organizations or conferences where you presented
- Professional Affiliations & Memberships
- List your roles and membership in professional organizations, groups, or societies that might demonstrate your leadership abilities, organizational talents, or other valuable skills

References (See page ## for example)

- You should not list references on your resume unless stated otherwise in the application’s instructions
- It is standard practice to list your references in a separate document; most employers will then ask you to submit this at some point during the interview process although you should always refer back to the application instructions to be sure
- You should obtain permission from your references before you submit their names; for each reference, you should confirm a preferred e-mail address and phone number where he or she can be contacted by your potential employer
- Typically an employer will ask you to submit contact information for 3–4 individuals (usually work supervisors or professors, occasionally peers or non-supervisor colleagues) who can address your work activities, academic abilities, and personal qualities.

Resume Layout

Grammar & Spelling

- You should have no spelling or grammatical errors on your resume
- Be aware that spell check does not catch all spelling and grammatical errors, especially if you're word is spelled right but used incorrectly (see what we mean)
- Avoid abbreviations and inside jargon as much as possible; you may use abbreviations as long as you spell out the abbreviated phrase initially and then show the abbreviation you will subsequently use in parentheses (e.g., "Orientation Adventure (OA)")
- Use present or past verb tense consistent with the time of your experience

Margins

- Between .5"–1" for both left-right and top-bottom
- You don't want your resume to have too much white space or seem too crowded into the margins

Font

- Use relatively plain, easy-to-read fonts; you want your font to be clean in case your resume is photocopied, scanned or faxed one or more times
- Times New Roman, Arial, Garamond, Helvetica, Calibri, Palatino are good choices
- Stay between 10–12 point; any lower can make your resume difficult to read
- You can use a slightly larger font for your name at the top of your resume

Text Effects, Indentation, Line Spacing

- Keep it simple; too many different effects (bold, italics, underlining, all-caps) and indents will make your resume look cluttered and busy
- Keep it consistent; if you all-caps the name of one resume section, do it for all the section names; if you have one line space between your sections, be sure you do that between each section; be sure bullet points are aligned and sized the same; be sure your fonts are the same size and style
- Use text effects strategically to emphasize things that you want to stand out (like school names or employer names) and to help create visual breaks between different experiences within the sections of your resume

Bullets

- Use bullets to write about the content of your experiences
- Bullets help separate this content under your job titles and employer/activity names
- You do not need to use bullets for job titles and employer/activity names
 - o Avoid using sub-bullets
- Your bullets should begin with an action verb and do not need to be written with complete sentence structures (though they should be grammatically correct)
- Since they are not complete sentences, you DO NOT need to use periods at the end of your bullets (remember to be consistent; don't end some bullets with periods and other without periods)

Length

- Student resumes should only be one page long
- Resumes longer than one page are only acceptable when you have significant post-graduation work experience or an advanced degree
- Keeping your resume to a page demonstrates to the reader that you can express yourself concisely and effectively

E-mailing or Uploading your Resume

Most organizations will require applicants to email or upload their resume and cover letter as separate documents.

- You should convert your resume from Microsoft Word or other word processing format to the standard PDF format (this is usually accomplished by doing a “Save As” on your resume and selecting the PDF format)
- Converting your resume to a PDF file ensures that your resume will look the same to everyone who opens it, and avoids accidental edits to your resume when opened by someone else
- Once you have converted your resume to a PDF format, OPEN the PDF file to ensure that your resume remains properly formatted; especially watch out for your resume going on to a second page if you had small margins before converting it to a PDF
- Always ensure that you are sending or uploading the correct version of your resume to an organization (label your resumes clearly so you don’t accidentally send a draft version or a resume targeted at the wrong industry or employer)
- If you are emailing your resume and cover letter, attach both PDF files to the e-mail and write a clear description in the email subject line (e.g., “Education Administrator Position – Cecil Sagehen Resume and Cover Letter”)
- In the body of the email, you should write a brief cover note specifically stating why you are writing and what is attached:

Dear President Oliver,

I am writing to apply for the Education Administrator position recently posted on Handshake. This May, I will graduate from Pitzer College with a B.A. in Sociology. I have attached my resume and cover letter to this message to provide more details about my experience and qualifications. Please let me know if you have any questions and I hope to speak with you soon.

Sincerely,
Cecil Sagehen

Action Verbs

Administration

Approved
Arranged
Cataloged
Classified
Compiled
Dispatched
Monitored
Processed
Recorded
Retrieved
Screened
Systematized
Validated

Financial

Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected

Research

Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Investigated
Summarized
Surveyed
Reviewed

Communication

Addressed
Collaborated
Drafted
Edited
Formulated
Mediated
Motivated
Negotiated
Promoted
Publicized
Recruited
Translated

Helping

Assessed
Assisted
Attended
Cared
Coached
Counseled
Demonstrated
Educated
Expedited
Familiarized
Referred
Rehabilitated
Trained

Teaching

Adapted
Advised
Clarified
Communicated
Enabled
Encouraged
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Stimulated

Creative

Acted
Conceptualized
Created
Designed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented

Management

Administered
Assigned
Attained
Consolidated
Contracted
Coordinated
Delegated
Executed
Improved
Increased
Prioritized
Scheduled
Supervised

Technical

Assembled
Built
Calculated
Devised
Engineered
Fabricated
Maintained
Operated
Programmed
Remodeled
Repaired
Solved
Upgraded

Resume Rubric

	Excellent	Acceptable	Needs Improvement
Format & Content Section	<ol style="list-style-type: none"> 1. Fills one page without overcrowding 2. Margins are acceptable 3. Font style & size is readable 4. Formatting is consistent 5. Entries are listed in reverse chronological order 6. Resume is targeted to opportunity 7. No grammar or spelling errors 8. Verb tenses are consistent 9. Personal pronouns such as “I” and “Me” are omitted 	<ol style="list-style-type: none"> 1. Page appears crowded but doesn’t go on to 2 pages 2. Font and spacing are not appealing 3. Bolding and italics are used excessively & inconsistently 4. Inconsistent use of punctuation 5. A pre-designed template is used 6. Category titles don’t define information effectively 7. Dates are not used consistently 8. Contains 1-2 minor grammatical and spelling errors 	<ol style="list-style-type: none"> 1. Exceeds one page 2. Does not fill majority of one page 3. Font style is unreadable 4. Resume is less than one-half page or longer than 1 page 5. Margins are too narrow causing text to be cut off 6. No categories are created to organize information 7. No bolding or italics are used 8. A pre-designed template is used causing the user to leave out important information 9. Contains over 2 grammatical and spelling errors
Contact Section	<ol style="list-style-type: none"> 1. Includes name, address, professional email, phone number, & LinkedIn email if available 2. Name stands out 	<ol style="list-style-type: none"> 1. Name does not stand out 2. Email is too casual 	<ol style="list-style-type: none"> 1. Missing name, email, address or phone number 2. Email used is inappropriate or unprofessional
Education Section	<ol style="list-style-type: none"> 1. Include institution, city & state 2. Include graduation date (month & year), major, degree (Bachelor of Arts spelled out) and GPA if above 3.4 3. List distinguishing scholarships and academic honors 4. List study abroad 5. List relevant coursework if available 	<ol style="list-style-type: none"> 1. Degree is abbreviated 2. One of the following is not listed: institution, location, degree, graduation date 3. Section is not well organized 	<ol style="list-style-type: none"> 1. The section is missing crucial information 2. Entries are not in reverse chronological order 3. Missing two or more of these items: institution, degree, graduation date, location 4. Irrelevant high school information is listed for Seniors
Experience Section	<ol style="list-style-type: none"> 1. Include employer name, position title, city & state 2. Descriptions are clear & concise indicating accomplishments & results are quantified 3. Descriptions are formatted with bullets using strong action verbs in correct tense 4. Bullets are listed in order of importance 5. Dates or academic terms are listed 	<ol style="list-style-type: none"> 1. Most information relates to the intended career field 2. One of the following is missing: organization name, location, position title & dates or academic terms 3. Descriptions are included but not detailed to the position 4. Verb tenses are inconsistent 5. Bullets are listed but not in order of importance 	<ol style="list-style-type: none"> 1. Entries are not in reverse chronological order 2. “I” or “Me” is used 3. Descriptions are not included 4. Bullets are not used 5. Dates or academic terms are not listed
Additional Sections	<ol style="list-style-type: none"> 1. Include name of organization, position title (Resident Assistant, Volunteer, Captain, etc.) & location 2. Dates or academic terms of involvement & should be in reverse chronological order 3. Should describe accomplishments and skills gained 4. Should be recent and relevant 	<ol style="list-style-type: none"> 1. One or two of the following are missing: name of organization, position title (Resident Assistant, Volunteer, Captain, etc.), location 2. Dates or academic terms of involvement are included but are not in reverse chronological order 	<ol style="list-style-type: none"> 1. Items are vague or irrelevant 2. Position title, location & dates or academic terms are missing
Skills Sections	<ol style="list-style-type: none"> 1. Level of proficiency is indicated for language, computer, or other 2. Specifics are necessary 	<ol style="list-style-type: none"> 1. Lists computer or language skills but doesn’t list proficiency 	<ol style="list-style-type: none"> 1. Skills aren’t listed 2. Items are vague or irrelevant

Adapted from Amherst Career Center Resume Rubric

Christine Sagehen

Pitzer College, Box 123, 1050 N. Mills Avenue | Claremont, CA | (909)621-8519
csagehen@students.pitzer.edu | www.linkedin.com/in/christinesagehen/

EDUCATION

Pitzer College, Claremont, California Expected Graduation Date May 20XX

- **Bachelor of Arts** in Psychology and Organizational Studies
- **Related Coursework:** Psychological Statistics, Research Methods, Social Psychology, Organizational Behavior, The Nature of Work, Negotiating Conflict, Politics of Organizational Culture

EXPERIENCE

Target, Executive Team Leader Human Resources Intern, Lodi, CA June-August 20XX

- Experienced Front End, Sales Floor, Asset Protection and Logistics Operations, specializing in Human Resources
- Focused on strengthening store culture, payroll, team member training, and hiring
- Strengthened customer service skills by assisting guests and vendors
- Developed leadership abilities through managing entire store and team members
- Implemented new strategies by improving store training habits
- Recruited culture-fitting candidates for opening store positions and performed screening interviews, first and second interviews, and conditional job offers

Pitzer College Human Resources, Desk Assistant, Claremont, CA September 20XX-May 20XX

- Manage student workers and temporary employees
- Consult with students on on-line payroll systems Ultipro and EmpCenter
- Post new job opportunities on social media including Twitter and LinkedIn

Pomona-Pitzer Athletics, Swim and Dive Office Assistant, Claremont, CA September-April 20XX

- Wrote and published articles on website about the swim team
- Contacted prospective student athletes, assisting in the recruiting process

LEADERSHIP EXPERIENCE

- **Pitzer College Student Senate**, Teaching and Learning Committee 20XX-Present
- **Pitzer College Student Senate**, Curriculum Committee 20XX-20XX
- **The Claremont Club**, Swim Instructor, Claremont, CA May 20XX-August 20XX
- **Claremont Energy Challenge**, Public Relations and Marketing Committee 20XX-20XX

EXTRA-CURRICULAR ACTIVITIES

Ability First, Volunteer, Claremont, CA March-May 20XX

Pomona-Pitzer Sagehen Athletics, NCAA Division III Swimming, Claremont, CA 20XX-Present

- Received SCIAC All-Conference Award (20XX-20XX) & SCIAC Athlete of the Week (February 20XX, December 20XX)

SKILLS

- Intermediate proficiency in SPSS, Qualtrics, Ultipro, EmpCenter, myTime, and JAS. Advance proficiency in Microsoft Word, Excel, and Outlook, Twitter, and LinkedIn. Novice proficiency in Adobe Photoshop, Adobe Illustrator, and Adobe Dreamweaver

Elena Gilbertson

egilbertson@gmail.com

Box 000 1050 North Mills Avenue • Claremont, CA 91711 • Cell: (555) 555-5555

EDUCATION

Pitzer College, Member of the Claremont Colleges, Claremont, CA

Pursuing Bachelor of Arts in Psychology and Spanish

Member of Psi Chi, Honor Society in Psychology

Anticipated date of graduation, May 20XX GPA: 3.43

Pontificia Universidad Católica del Ecuador, Quito, Ecuador

January to May 20XX

Pitzer College Study Abroad Program

Studied Spanish and conducted an independent research project on the representations of Colombian immigrants in Ecuador

PROFESSIONAL EXPERIENCE

Prison Education Project, *volunteer*, Norco, CA

October 20XX to Present

- Designed academic orientation presentations introducing inmates to aspects of college including the application process, potential majors and career outcomes

Career Services, *Student Ambassador*, Pitzer College

September 20XX to Present

- Assisted the Career Services office with student outreach, workshop development and alumni relations
- Generated résumé critiquing materials for the department and provided personal evaluations for students

Resident Life, *Mentor*, Pitzer College

August 20XX to December 20XX

- Helped new students transition into college life by organizing community building events and offering personal guidance
- Attended weekly staff meetings and received training in emotional and academic support, leadership skills, and first-aid

Casa del Sol, *Tutor*, Quito, Ecuador

January to May 20XX

- Reviewed material ranging from basic writing skills to long division with elementary students while communicating entirely in Spanish

Valleydale Elementary School, *Teacher's Assistant*, Azusa, CA

August to December 20XX

- Worked individually with low-achieving kindergarten students to improve their writing and counting skills
- Personalized learning experience by facilitating and adapting group activities for students of varying academic abilities

Solebury School Day Camp, *Science Teacher*, New Hope, PA

Summer 20XX

- Designed and implemented a science curriculum for seven age groups, ranging from preschool to middle school, for six weeks
- Demonstrated fiscal responsibility by purchasing all classroom and project supplies within a \$1,300 budget
- Directed and organized activities for the camp's aftercare program which supervised an average of twenty-five campers daily
- Head counselor during summers of 20XX and 20XX

AmeriCorps Jumpstart, *Corps Member*, Pitzer College

September 20XX to May 20XX

- Collaborated with a team of five Corps members to prepare biweekly lesson plans for a class of twenty preschool children from low-income neighborhoods
- Received intensive training and professional development in educational theory, language and literacy development, leadership skills, and family involvement strategies
- Implemented an early childhood curriculum that promoted phonemic awareness by reading with children individually

ADDITIONAL EXPERIENCE

Teaching and Learning Committee, *Student Representative*, Pitzer College

September 20XX to Present

- Provided faculty with input on pedagogical approaches and authorized educational funding requests
- Panelist at a forum designed to provide undergraduates with methods to optimize their relationships with faculty members

Munroe Center for Social Inquiry: Schooling in Mass Societies, *Student Fellow*, Pitzer College

January to May 20XX

- Selected to participate in a course that analyzed educational policy and allowed students to interview prominent writers in the field
- Conducted an independent study project evaluating the importance and effectiveness of multicultural education

SKILLS

Languages: Highly proficient in reading, writing and speaking Spanish

IRENE SAGEHEN

1050 North Mills Avenue #123, Claremont, California 91711 | isagehen@students.pitzer.edu | (909) 621-8519

EDUCATION

Pitzer College, Claremont, CA

Bachelor of Arts, Environmental Analysis Policy

Pitzer College in Nepal, Kathmandu, Nepal

Expected Graduation: May 20XX

September 20XX -- December 20XX

AWARDS & SCHOLARSHIPS

- Laura Skandera Trombley Endowed Scholarship, Pitzer College, 20XX
- Kallick Community Service Award, Pitzer College, 20XX
- Underserved Communities Annual Scholarship, Pitzer College, 20XX

SKILLS

- Environmental Analytical Software (Advanced), Geographic Information Systems (GIS) (Advanced), MS Word & Excel (Advanced)
- Indonesian and Nepali Language (Intermediate)

ENVIRONMENTAL & DEVELOPMENT EXPERIENCE

Southeast Asia Business Development Intern, ENTRADE, Los Angeles, CA --- November 20XX–Present

- Manage the development of ENTRADE’s Southeast Asia branch, including project structure and supply management
- Participate in 20 + hours of biofuel research in accordance to Indonesia’s feedstock supply and the state’s current energy policy
- Outreach and connect to several prominent Indonesian energy partners such as public utility companies; assuring alignment with ENTRADE’s values and project objectives

Diversity and Inclusion Intern, Los Angeles Cleantech Incubator, Los Angeles, CA --- January–October 20XX

Partnerships Intern, Los Angeles Cleantech Incubator, Los Angeles, CA --- June 20XX–October 20XX

- Engaged with 4 stakeholder clusters (academic, corporate, non--profit, public) devoted to diversity and inclusion for partnership development
- Wrote concise reports covering subjects such as: literature review, stakeholder matrix, and strategic programming as foundational research for new programs
- Implemented and managed new diversity and inclusion program, increase of students of color interns at LACI, while managing their growth during their summer internship
- Organized Women in Cleantech Launch Party at La Kretz Innovation Campus, attracting 80+ women and men to the first event of the diversity and inclusion program
- Assisted in the production including tracking speaker invites and workshops for LACI’S annual premier event, the Global Cleantech Showcase (GloSho), an event of 600+ attendees. Produced two competitive analyses of other global incubators for possible partnership development, including incubators from India, Singapore, and Malaysia

LEADERSHIP EXPERIENCE

Student Fellow, Robert Redford Conservancy, Claremont, CA--- August 20XX–Present

- Lead discussion to create programming focused on collaborative and interdisciplinary approaches to environmental sustainability
- Form and manage a new program, EA Students of Color, that aims to build a collective community while reframing Pitzer’s EA major through an inclusive lens
- Collaborate with non-profit partners, such as GRID Alternatives, that focus on empowering communities of color with solar energy installation

Admission Fellow, Pitzer College of Admissions, Claremont, CA --- August 20XX – Present

- Present more than 35 information sessions to prospective students and their families
- Lead 30+ tours and panels, interacting with more than 100 families and prospective students

Jill Lewis
1111 Main Street
Flossmoor, IL 60422
Mobile: (312) 999-1212
Email: Jill_Lewis16@pitzer.edu

Education:

Pitzer College, Claremont, CA
Bachelor of Arts: English & World Literature and Organizational Studies
Expected date of graduation, May 20XX
GPA: 3.75

Homewood Flossmoor High School, Flossmoor, IL
20XX Graduate
GPA: 4.70
Student of the Quarter 20XX

Experience:

Jack and Jill of America Member 2003-2012, South Suburbs of Chicago,

- Awarded Community Service Chairman 20XX-20XX
- Planned monthly community service events
- Adopted families for the holidays, ran food drives, and volunteered at thrift stores in the south suburbs of Chicago

Youth 1st Counseling Volunteer Chicago, IL Summer of 20XX

- Assisted director at a young male mentoring event at Chicago State University that had over 200 males participating
- Distributed food and directed guests around the event.

National & Regional Competitive Junior Golfer, USA

- Won 20XX Trusted Choice Big "I" Junior Classic
- Awarded American Junior Golf Association Junior Golfer
- Became Player of the Year Mid-America Junior Golf Tour 20XX

Homewood Flossmoor High School Girls Golf Team

- Contributing member of the 20XX Illinois High School Association Girls State Champions
- Won Sportsmanship Award & Most Improved as a freshman, 20XX

Extracurricular Activities:

Pitzer Black Student Union, Secretary September 20XX-present

Skills:

Proficient with Microsoft Word

Interests:

Fashion, Golf, Painting Ceramics, and Drawin

CASSANDRA SAGEHEN

Pitzer College, Box 123, 1050 N. Mills Avenue, Claremont, CA 91711
csagehen@students.pitzer.edu, 909-621-8519

EDUCATION

Pitzer College, Claremont, CA

Bachelor of Arts, Computer Science, May 20XX

GPA: 3.52/4.00

Singapore Management University, Singapore, Fall 20XX

On exchange, studied Mandarin language, App' Data Privacy, Software Security & UI Design Prototyping

RELATED EXPERIENCE

Nike WHQ, Beaverton, OR

Android Mobile Developer Intern, Summer 20XX

Android Team Lead, Summer 20XX

- Implemented in Java a direct 1:1 messaging feature on the Nike app
- Built AR android app that recognizes different types of shoes with Unity 3D

The Releaf Group, Remote

Utility Applications Intern, Summer 20XX

- Worked on the backend off a mobile app, headed group projects for a nonprofit using Java.

Twitter, Inc., San Francisco, CA

Coding Fellow, Summer 20XX

- Collaborated with other students by adding firebase to their android app

LEADERSHIP EXPERIENCE

AmateurSTU, Claremont University Consortium, Claremont, CA

Founder, September 20XX-Present

- Prototyped an app to connect students on campus to collaborate on new projects

Harvey Mudd College, Computer Science Department,

Claremont, CA

Java Tutor (TA), Fall 20XX-Spring 20XX

- Taught students Java and graded weekly homework assignments

Pitzer College, Student Executive Board

Communications Secretary, Fall 20XX-Spring 20XX

- As an elected representative, updated Pitzer Colleges' webpages for student clubs and organizational events

Office of Black Student Affairs, Claremont University Consortium,

Claremont, CA

Head Mentor, Fall 20XX-Spring 20XX

- Organized and led student mentor trainings and seasonal fall and spring retreats

SKILLS

- Python
- Java
- C
- HTML5
- CSS
- PHP
- SQL
- Mandarin - Language

AWARDS

Recipient, **National Society of Black Engineers Conference Scholarship**, Spring 20XX

Student Advisor, **Adobe's Student Advisory Board**, Fall 20XX-Spring 20XX

Recipient, **ACM-Richard Tapia Celebration of Diversity in Computing Conference Scholarship**, Sponsored by Accenture, Fall 20XX

Recipient, **Twitter@WomEng Grace Hopper Conference Fellowship**, Fall 20XX

INTERESTS

Technical Consulting
Product Management
Development & Design
Rotational Management
Business Data Analysis

Vanessa Bryan

Permanent Address:

1111 Main Street
Brea, CA 92821
Email: vanessabryan@gmail.com
Cell Phone: (714) 999-1212

Current Address:

Pitzer College
1050 North Mills Avenue
Claremont, CA 91711

Education:

Pitzer College, Claremont, CA GPA: 4.0

- B.A., expected graduation date May 20XX, Major: Environmental Analysis
- Received Pitzer College Trustee Community Scholarship, 20XX, renewable

Brea Olinda High School, Brea, CA Graduated June 20XX, GPA: 4.5

- Graduated in top 10% of class, Distinguished Scholar, Honors
- California Scholarship Federation (20XX, 20XX, 20XX, 20XX)
- National Honor Society (20XX, 20XX, 20XX)

Honors and Awards:

Orange County Register "Top 10 Graduates: Most Likely to Change the World 20XX"

- Children and Nature Network Youth Ambassador, 20XX Disney Kids and Nature Celebration, Walt Disney World, Orlando, FL.
- Brea Mayor's Youth Community Service Award 20XX, completed over 200 hours of community service
- Brea Olinda High School's Girls' League 20XX "Girl of the Year" Award and Scholarship
- Brea Olinda High School's 20XX "Character Counts" Award and Scholarship
- 20XX American Legion Auxiliary Girls State Delegate, attended Girls State

Experience:

Pitzer in Ontario, *Market Makeover Intern*, Ontario, CA (January 20XX-present)

- Bring in affordable, fresh, local produce to two markets.
- Coordinate and establish connection between farm and market.
- Advertise to community and received money from Kaiser Permanente Heel Zone Grant to increase physical activity and healthy eating in the Heel Zone in Ontario.

Office of the Dean of Faculty, *Office Assistant*, Pitzer College, Claremont, CA (September 20XX-present)

- Upload and organize hundreds of faculty applications for new faculty searches.
- Help professors with projects such as sending faxes, making phone calls, sending emails.
- Used proficiency with Word, Excel, Outlook, PowerPoint, and Publisher in daily duties.

Disney Friends for Change Club, *President* (20XX-20XX), *Vice President* (20XX-20XX)

- Replanted school's hills after burning in 20XX fire, alongside Disney, Inside the Outdoors, featured on Disney Channel.
- Wrote and received Project Zero Waste grant to implement permanent recycling program at high school.
- Coordinated volunteering events including restoration projects, monthly clean up days, volunteering in the 20XX D23 Expo, and presenting to Boys and Girls Clubs in Orange County for the 20XX Earth Day with Inside the Outdoors and Disneyland Resort.

Unitarian Universalist Church, *Education Assistant*, Anaheim, CA (January 20XX-August 20XX)

- Supervised and taught children age preschool through junior high, helped during education classes.

Extra-Curricular Activities:

Team Captain for Claremont Colleges Relay for Life (20XX- Present)

- Organize team of students for the 24 hour walk and fundraiser for American Cancer Society.

Associated Student Body (20XX-20XX) *Community Relations Commissioner*, *Staff Relations Commissioner*

- Coordinated Brea Olinda High School Canned Food Drive, Staff and Teacher Appreciation weeks.

References

It is important to think carefully, as you did when you applied for college, about whom you want to use as a reference. Typically, a good employment reference is someone who can speak about how you perform in a work situation. Therefore, a good reference would be a former employer (off and on campus), an Internship Manager, a Faculty Advisor, a Volunteer Manager, and an Athletic Coach to name a few. Finally, do not forget to get permission prior to listing someone as a reference. A typical number of references is three to five.

Note: General Letters of Reference, while nice to have as part of a portfolio, are not particularly helpful for employers. Letters written six months and prior before applying to a position are dated and therefore not as relevant as a letter written more recently. It is advantageous as an applicant to have a letter of reference written specifically for a particular position. In addition, some employers may not want a letter but prefer to call or email your references.

Sample Layout

NOVA SAGEHEN

Pitzer College, #123, 1050 N. Mills Avenue, Claremont, CA
nsagehen@student.pitzer.edu
909.621.8519

References

Name
Title
Company/Organization
Address
City, State, Zip
Phone and Email
How do you know them?

Name
Title
Company/Organization
Address
City, State, Zip
Phone and Email
How do you know them?

Name
Title
Company/Organization
Address
City, State, Zip
Phone and Email
How do you know them?

Notes

Notes

Notes

