



RESUME/CV WRITING GUIDE



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Introduction to Resume

What's a Resume and Why Do I Need One?

A resume is a concise, one-page (usually) summary of your professionally oriented experiences. It highlights what you have done so far as it relates to opportunities you are applying for so employers can quickly understand your background.

Think of your resume as your professional brand. It is often the first way employers, graduate programs, and professional contacts get to know you. Your resume showcases your skills, experiences, and interests, helping others see your potential before meeting you.

For most jobs, internships, or research opportunities, a resume is a required first step in the application process. It is used as a screening tool, a first impression, and a reference point for employers. Graduate schools often require a resume as part of your application, and it can also be helpful to have on hand when networking or during informational interviews. Your resume is the foundation of your professional toolkit, and as you gain more experience, you will learn to edit it for specific positions or industries you pursue.

Different industries may have specific expectations when it comes to resume formatting or content:

- **Consulting and finance** often expect a very structured layout, bullet points with measurable results, and a focus on leadership and impact.
- **Creative fields** may allow for more visual formatting or inclusion of links to portfolios.
- **STEM fields** may expect relevant coursework, technical skills, or lab experience to be prominently featured.

Before applying, always review sample resumes in your field and, when in doubt, ask a career advisor for feedback to make sure your resume aligns with industry standards.

We're Here to Help

Building your resume is an ongoing process, and you don't have to do it alone. Schedule an appointment with Career Services via [Handshake](#) to get personalized feedback as you build your resume.

Office Hours

Monday through Friday, 8:00 am – 12:00 pm & 1:00 pm – 5:00 pm
Open year-round including breaks with the exception of select holidays.

Scott Hall, Room 126 (first floor, south end)
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Sagehen G. Senior

Claremont, CA | (909) 123-4567 | sagehen@students.pitzer.edu | linkedin.com/in/sagehengs

EDUCATION

Pitzer College

Bachelor of Arts in Environmental Analysis, Minor in Spanish

Relevant Coursework: Environmental Justice, GIS for Social Change, Sustainable Development

Claremont, CA

Expected May 2026

Universidad San Francisco de Quito

Study Abroad: Comparative Ecology & Conservation

Quito, Ecuador

January 2025 – May 2025

RELEVANT EXPERIENCE

Sustainable Claremont

Environmental Outreach Intern

Claremont, CA

June 2025 – August 2025

- Designed and implemented a targeted outreach campaign that increased youth engagement in community sustainability events by 30% over three months.
- Developed educational flyers and slide decks and facilitated four bilingual workshops on composting, recycling, and zero-waste habits for local families.
- Led data collection through door-to-door surveys to assess neighborhood environmental concerns, gathering over 100 responses to guide future programming.

Los Angeles County Sanitation Districts

Environmental Planning Intern

Whittier, CA

June 2024 – August 2024

- Mapped stormwater drainage patterns and regional land use data using ArcGIS to support sections of an environmental impact report.
- Researched CEQA and NEPA environmental regulations and created summary briefs to guide team compliance on infrastructure projects.
- Participated in weekly interagency planning meetings and presented research updates to a team of 12 planners, engineers, and project managers.

LEADERSHIP & INVOLVEMENT

Pitzer Green Student Alliance

Programs Chair

Claremont, CA

September 2023 – Present

- Organize and promote Earth Week programming in partnership with 7 student organizations, drawing over 200 attendees to workshops and events.
- Design and lead a semester-long zero-waste campaign in residence halls, resulting in a 15% reduction in single-use plastics campus-wide.
- Facilitate monthly strategic planning meetings, delegate tasks to team members, and managed logistics for campus sustainability initiatives.

Varsity Women's Soccer

Team Member

Claremont, CA

August 2022 – Present

- Dedicate over 15 hours each week to team practices, strength training, games, and regional travel while maintaining strong academic performance.
- Foster positive team culture by mentoring first-year athletes, promoting inclusive communication, and modeling leadership on and off the field.

SKILLS

Technical: ArcGIS, Canva, Microsoft Office (Word, Excel, PowerPoint), Google Suite

Language: Spanish (advanced), Korean (beginner)

Part 1: Formatting Your Resume

Formatting your resume well is just as important as what you put on it. A clean, consistent format shows that you pay attention to details and care about presenting yourself professionally. Employers often look at your resume for just a few seconds before deciding whether to keep reading. A well-formatted resume helps them quickly find the information they need and leaves a strong first impression.

Here are some general guidelines to follow when formatting your resume:

Tools and File Format

Tools for Resume Writing

- Use text-based tools such as Microsoft Word and Google Docs.
- Do not use tables or columns which might make your resume difficult to read by application tracking systems (ATS).
- Avoid design-heavy templates such as Canva and online resume builder tools. While these may look appealing, they often cause formatting issues when submitting your resume online.

File Format

- Export your resume as a PDF unless instructed otherwise. This keeps your formatting intact and ensures it looks the same on any device.
- Name your file clearly and professionally, such as <FirstName_LastName_Resume.pdf>
- When applications are sent via email, combine your resume and cover letter into one PDF file unless instructed otherwise.

Resume Layout

Margins

- Keep the top/bottom and left/right margins consistent.
- Stay between 0.5" and 1.0". Margins smaller than 0.5" can make your resume look crowded, while margins larger than 1.0" waste space.
- Slightly narrowing your margins can help fit content onto one page without overcrowding.

Spacing and Alignment

- Use single spacing within sections for a clean, easy-to-read layout.
- Add a blank line between sections to separate content clearly.
- Keep your alignment consistent. Section headers and body text are usually left-aligned, while dates and locations can be right-aligned.

Font	<p>Style</p> <ul style="list-style-type: none"> • Use a simple, easy-to-read font. Good options include Arial, Calibri, Times New Roman, or Cambria. • Avoid using multiple fonts. • Use bold, italics, or underlining sparingly to highlight section headings and job titles, helping guide the reader's eye. <p>Size</p> <ul style="list-style-type: none"> • 10-12 points for content area • Use a slightly larger font size (14-16 points) for your name in the header.
Header	<ul style="list-style-type: none"> • Use single spacing within sections for a clean, easy-to-read layout. • Add a blank line between sections to separate content clearly. • Keep your alignment consistent. Section headers and body text are usually left-aligned, while dates and locations can be right-aligned.
Section Headings	<ul style="list-style-type: none"> • Divide and structure your resume into clearly labeled sections (e.g. Education, Work Experience, Leadership, and Skills). • Use bold, all caps, or a slightly larger font to make headings stand out. • Align section headings to the left or center. • Consider using a simple border line below your headings to help separate sections visually.

Content Structure

Order of Sections or Experiences	<ul style="list-style-type: none"> • The common order of sections – from top to bottom – is <i>Education</i>, <i>Experience</i> (professional, leadership, community engagement, etc.), then <i>Skills</i>. • Section order may vary for certain industries. For example, in tech resumes, <i>Skills</i> often appear directly after <i>Education</i>. • List experiences within each section in reverse chronological order, with your most recent experience first. • Move your most relevant experiences closer to the top by using a <i>Relevant Experience</i> section, even if they are not your most recent roles.
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- Bullets**
- Use solid circle bullets (●); avoid dashes, arrows, or checkboxes.
 - Maintain consistent bullet style and alignment throughout your resume.
 - Begin each bullet with a strong action verb; Keep bullets concise, ideally one to two lines each, does not need to be a complete sentence.
 - Avoid using “I” or personal pronouns.
- Dates**
- Align dates to the right, keep them consistent throughout your resume.
 - Always include months and years for dates of involvement (e.g. September 2023 - May 2024). If you held the same role during the same season over multiple years, you may use seasons instead (e.g., Summer 2023 - 2025).
 - Choose a date format (e.g., September 2025, Sept. 2025, or 05/2025) and use it consistently throughout your resume.
- Length**
- Fill one page without overcrowding your resume.
 - Two pages may be acceptable in rare, special cases (e.g., extensive research or work experience), but only if you can fully fill the second page.
 - Remember that employers have limited time to review your resume, so quality matters more than quantity.

Now that your formatting is polished, you're ready to focus on building strong content that highlights your skills and impact. A well-organized and consistent resume not only looks professional but also makes it easier for employers to quickly understand your strengths.

As you move forward, you'll learn how to describe your experiences clearly and effectively, using action verbs and results to show what you've accomplished.

Helpful Tips

Need inspiration? We have editable templates available online to help you get started or give your resume a refresh.

You can find them on our website at www.pitzer.edu/offices/career-services or in the [Handshake Resource Library](#).

Part 2: Writing Effective Resume Content

Before diving into each resume section, take a step back and think about strategy. A strong resume doesn't just list everything you've done. It tells a clear, targeted story about why you're the right fit for a specific opportunity.

Here's how to set yourself up for success:

1. Tailor each resume to the job description.

Use the language and keywords from the job posting. Highlight the experiences and skills most relevant to the role. Employers often scan resumes quickly, so make sure they can immediately see why you're a strong match.

2. Build a comprehensive resume.

Keep a full, running document with all your experiences, skills, and accomplishments. This comprehensive copy makes it easier to pick and tailor the most relevant content each time you apply.

3. Think about your reader.

It's natural to want to include every achievement, but more content isn't always better. Employers are often reviewing dozens (or hundreds) of resumes. Make it easy for them to find the most relevant and impactful information that connects to the role you want.

4. Know that different industries value different things.

A resume for a consulting role will look different from one for a research job, a nonprofit, or a creative field. We'll note these differences where relevant in this guide.

In the next pages, we'll break down how to write each resume section with clear examples and tips. Read carefully and follow along as we help you build a resume that truly works.

Section 1: Header

Your resume header is the very first thing an employer sees. Think of it as your business card at the top of the page: it tells employers how to contact you and anchors your document with your name and identity.

Sagehen G. Senior

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Here's what to include (and what to leave out):

Full Name Use the name you go by professionally (usually chosen or legal name). You can include an alternative or nickname in parentheses or quotation marks. Make sure your name is consistent across your resume, cover letter, and application materials so employers can easily identify you.

Example: Jingxi (Joe) Chen or Elizabeth "Liz" Taylor

Pronouns: While sharing pronouns is a personal decision, we recommend leaving them off your resume to help reduce potential bias in the early review process.

Location (if applicable) City and state are enough. You don't need to include your full address

Example: Claremont, CA

Whether or not to include your location depends on the role:

- If you're applying for a job in your hometown or a local position, including your city and state can show your connection to the area and reinforce your interest.
- Most resumes list your location (city and state), but it is not required. If you are applying in a different geographic region and are concerned it might lead to relocation bias, you can omit it. Keep in mind that some hiring managers may expect to see a location, so consider the employer's perspective and industry norms before deciding.

Email Address Use a professional-sounding email that you check regularly. Avoid overly casual handles. Ideally, your email should include your first and last name, or a variation of it. If needed, create a separate email just for job or internship applications.

Example: janesmith@email.com or j.smith23@email.com

Phone Number Use a number you can answer reliably. Your voicemail should have an appropriate greeting (avoid casual messages) and be checked regularly. Some employers might prefer phone calls over emails, especially during the interview scheduling process.

If you're applying for international positions, include your country code at the beginning.

Example: +1 909-123-4567 (if applying for international positions)

LinkedIn Profile (if applicable) Only include your LinkedIn if it is complete, current, and aligned with your resume. A strong profile can enhance your application by showcasing your experience, skills, and professional network. However, if your profile is outdated or incomplete, it's better to leave it off until it's ready.

Always write out the full customized URL (e.g., [linkedin.com/in/joechen](https://www.linkedin.com/in/joechen)) instead of hyperlinking it.

Why no hyperlinks? Hyperlinked text can cause problems with Applicant Tracking Systems (ATS), may not work properly if your resume is printed or scanned, and can raise security concerns for employers who are trained not to click on unknown links.

Other Links (if applicable) If applicable, include full written URLs for an online portfolio, GitHub, or personal website. This is especially useful for roles in creative, technical, or research-focused fields.

Example: github.com/jochen-dev

Section 2: Education

For undergraduates and recent graduates, the education section typically appears right after the header. That's because your primary role right now as well as your most consistent full-time experience is being a student. Your academic background sets the stage for your skills, interests, and the opportunities you've pursued so far.

As you gain more full-time work experience after college, your resume should shift focus. Eventually, your professional experience will take the lead, and the education section can move farther down the page. But while you're still in school or recently graduated, this section plays a key role in telling your story.

Starting off, include the following core details for each educational institution, starting with the most recent or highest degree first:

- **Name of your college or university** (e.g., Pitzer College)
- **Degree you're pursuing** (List out the full name of the degree, add honors if applicable: the degree you are receiving at Pitzer is *Bachelor of Arts*)
- **Major(s) and/or minor(s)**
- **Expected graduation date** (month and year)
- **GPA** (include only if it's required or 3.5 or above)

EDUCATION

Pitzer College

Bachelor of Arts in Environmental Analysis, Minor in Spanish
GPA: 3.7

Claremont, CA
Expected May 2026

Additional (optional) sections you might include:

Relevant Coursework

Relevant coursework can help you highlight knowledge or skills that support your career goals, especially if they're not fully reflected in your experience section. While it's commonly used to show alignment with your major, it's also a helpful tool when:

- You're applying to a role related to your academic focus.
- You're pivoting into a new field and want to demonstrate transferable knowledge.
- Your past work experience doesn't yet reflect your full range of skills.

For example, if you previously worked in marketing but are now exploring roles in data analytics, listing courses like *Statistics* or *Data Visualization* can help bridge the gap and show employers that you're building a foundation in the new field.

Formatting Tips:

- Choose 3–5 course titles that are most relevant to the role or industry.
- List them by title only, skip the course numbers.
- Keep it concise. You can list them on one line, separated by commas.

EDUCATION

Pitzer College

Bachelor of Arts in Environmental Analysis, Minor in Spanish

Relevant Coursework: Environmental Justice, GIS, Sustainable Development

Claremont, CA

Expected May 2026

Senior Thesis

If you're completing a senior thesis, you can include the title in your education section—especially if the topic aligns with the roles you're applying to. This is a great way to showcase research, writing, problem-solving, or technical skills.

EDUCATION

Pitzer College

Bachelor of Arts in Sociology

Senior Thesis: *"Digital Activism and Political Identity in Gen Z"*

Claremont, CA

Expected May 2026

If your thesis is especially relevant to the role, or involves significant independent work, collaboration, or skill development, consider moving it into your *Experience* section instead. There, you can add bullet points to highlight the skills, tools, or outcomes that directly connect to your target job.

Study Abroad Programs

If you've participated in a study abroad program, include it under your education section as a valuable academic and global learning experience. Studying abroad can demonstrate adaptability, intercultural communication skills, independence, and academic curiosity—all qualities that employers value.

What to include:

- Name of the program or host institution
- Location (city and country)
- Semester or year attended
- Relevant coursework (optional but recommended, especially if it supports your career goals)

University of Cape Town - IES Abroad

Relevant Coursework: Urban Sociology, Postcolonial Politics

Cape Town, South Africa

Spring 2024

Honors and Awards

Honors and awards can help showcase your academic excellence, leadership, and competitive achievements. These recognitions can be included under your *Education* section or listed in a separate section if you have several that come from different areas (e.g., academics, leadership, service, or outside organizations).

Examples of what to include:

- Honors
- Academic or merit-based scholarships
- Research or academic fellowships
- National or campus-wide awards
- Recognition from outside organizations or programs

Don't assume employers will recognize the name of your award. When possible, add a short phrase explaining why it was awarded or how selective it was. Some examples:

- Senior Thesis Honors (Expected 2025) – Honors awarded upon completion of a senior thesis and departmental review
- Napier Academic Scholarship – Merit-based award granted to top 5% of admitted students
- Fund for Education Abroad Scholar (2023) – Nationally competitive study abroad scholarship

EDUCATION

Pitzer College

Bachelor of Arts in Environmental Analysis, Minor in Spanish

Claremont, CA

Expected May 2026

Awards: Napier Academic Scholarship – Merit-based award granted to top 5% of admitted students

Other Educational Institutions

Honors and awards can help showcase your academic excellence, leadership, and competitive achievements. These recognitions can be included under your *Education* section or listed in a separate section if you have several that come from different areas (e.g., academics, leadership, service, or outside organizations).

Transfer Institutions: If you transferred from another college or university and earned a degree or certificate from that institution, you should list it in your education section. Include the degree name, the institution, and the dates attended or graduation year. If you didn't complete a degree, you generally don't need to list the school—unless the coursework is highly relevant and supports your current academic or career goals.

High School Education: You can include your high school only if you're a first-year student and your resume still needs more content. By junior year, your college-level experiences should take the lead, and high school should be removed to make room for more current and relevant accomplishments. However, if your high school has a strong alumni network or personal significance to the person reviewing your resume—for example, they also attended or are closely connected to the school—it can be strategic to keep it on. Use your judgment based on the audience and relevance.

Here's an example of how your education section might look like:

EDUCATION		
<hr/>		
Pitzer College		Claremont, CA
Bachelor of Arts in Environmental Analysis, Minor in Spanish		Expected May 2026
<i>Awards: Napier Academic Scholarship – Merit-based award granted to top 5% of admitted students</i>		
Universidad San Francisco de Quito		Quito, Ecuador
Study Abroad: Comparative Ecology & Conservation		January 2025 – May 2025

Section 3: Experience

This is the most important section of your resume. It's where you show employers how your background, skills, and achievements make you a strong candidate. Instead of just listing what you've done, your experience section should demonstrate what you're capable of—how you've made an impact, worked with others, solved problems, and delivered results.

A well-written experience section tells a story about your readiness for the role and helps employers quickly see why you're a good fit for their team or organization.

Organizing Your Experience

Not all experiences are equal in every application. Instead of listing everything in one long section, divide your experience into meaningful categories based on relevance and significance. This helps employers focus on what matters most first.

Here are a few ways to group your experiences:

- **Relevant Experience:** Internships, jobs, research, or leadership experience that directly relate to the position you're applying for.
- **Work or Professional Experience:** Paid or unpaid work experiences that demonstrate transferable skills, even if not directly related to your field.
- **Leadership & Involvement:** Student clubs, leadership roles, community service, athletics, or campus engagement.
- **Projects or Research Experience:** Independent work, academic projects, or group collaborations that show initiative and applied skills.

These are just examples—you can name your sections in a way that makes the most sense for your experience and your goals. For example, you might use “Marketing Experience,” “Community Engagement,” or even “Creative Work.” The key is to organize your resume in a way that highlights your strongest qualifications for the role.

Remember: Always list entries within each section in reverse chronological order, with your most recent experience first.

RELEVANT EXPERIENCE

Sustainable Claremont
Environmental Outreach Intern

Claremont, CA
June 2025 – August 2025

- Designed and implemented a targeted outreach campaign that increased youth engagement in community sustainability events by 30% over three months.
- Developed educational flyers and slide decks and facilitated four bilingual workshops on composting, recycling, and zero-waste habits for local families.
- Led data collection through door-to-door surveys to assess neighborhood environmental concerns, gathering over 100 responses to guide future programming.

Writing about Your Experience

Every experience entry on your resume should be consistent in structure and clearly communicate what you did, where you did it, and the impact you made. Here's a breakdown of the key components:

1. Organization/Company Name

Write the full name of the company, organization, or department where you worked or volunteered. This helps establish credibility and gives context to the experience.

2. Your Title or Role

Use a clear, accurate title that reflects what you did. This helps employers quickly understand your level of responsibility and the kind of work you were involved in.

If your official title was vague or informal (e.g., "Volunteer" or "Intern"), consider using a more specific title that accurately represents what you did, as long as it stays truthful (e.g., "Data Analytic Intern").

What if I had multiple roles in the same organization?

If you held more than one position—such as being a Treasurer one year and then elected President the next—that's a great opportunity to show progression and leadership growth.

Here are two ways to format this:

Option 1: Expand on both roles

List both titles under the same organization name, with their own dates and bullet points.

Pitzer Student Club

President

Claremont, CA

August 2023 – Present

- Led weekly executive board meetings and collaborated with campus leadership on student policy issues.
- Advocated for student mental health funding, resulting in \$10,000 budget increase.

Treasurer

August 2022 – May 2023

- Managed \$20,000 budget and coordinated reimbursements for 20+ student organizations.
- Created financial tracking tools to improve transparency and accountability.

Option 2: Emphasize your current or most relevant role

If you only want to include bullet points for your current or higher-level position, that's okay too. You can list the earlier title and dates briefly underneath.

Pitzer Student Club

President

- Led weekly executive board meetings and collaborated with campus leadership on student policy issues.
- Advocated for student mental health funding, resulting in \$10,000 budget increase.

Treasurer (previously)

Claremont, CA

August 2023 – Present

August 2022 – May 2023

Choose the option that best reflects the role you want to highlight and the space you have on your resume.

3. Location

List the city and state (or city and country if outside the U.S.) where the experience took place. This gives context to your experience and helps employers understand where you've worked.

If the role was fully remote, you have a few options:

- Simply write "Remote"; or,
- List your base location during the role (e.g., "Remote – Los Angeles, CA") if you want to emphasize your regional connection.

If the role took place across multiple locations, you can:

- List the cities if there are only a few. Example: "Los Angeles, CA; New York, NY"; or,
- Write "Multiple Cities, CA" or "Various Locations, U.S." if it involved frequent travel or more than 2–3 places.

4. Dates of Involvement

Include the month and year you started and ended each role. If you're still actively involved, use "Present" for the end date. If you held the same role during a specific season over multiple years (like a summer internship or seasonal job), you can use seasons instead.

Important Reminders:

- List experiences in reverse chronological order within each section, placing your most recent roles first.
- If two roles end at the same time, list the one you started more recently first. This keeps the order consistent and emphasizes your most recent experience.
- Keep your date formatting consistent throughout your resume. Choose a single style (e.g., "September 2025" or "Sept. 2025") and use it for every entry.
- For roles with multiple positions (like a promotion or leadership advancement), list each title with its own date range.
- Align your dates to the right margin to keep your layout clean and easy to scan.

5. Bullet Points

Bullet points are where you bring your experiences to life. Instead of listing duties or tasks, use this space to show employers what you actually did, how you did it, and what came out of it. Every bullet point should help answer the question: Why should someone hire you?

The key to writing strong bullet points is focusing on achievements, not just responsibilities. Avoid simply listing what you were “responsible for.” Employers don’t want a job description—they want evidence of what you did with the opportunity.

Most bullet points follow a loose structure:

Strong Action Verb of What You Did + How You Did It + Result / Impact

or

Strong Action Verb + Achieved X by Doing Y

Even if you can’t include all parts in every bullet, aim to:

- Start with a strong action verb (See page 28 for a [list of frequently used action verbs](#))
- Emphasize a skill you used or developed
- Include data, outcomes, or a measurable result

What makes a bullet strong?

- It highlights a transferable skill (e.g., collaboration, analysis, leadership)
- It includes quantitative or qualitative impact (e.g., how many? how often? what changed?)
- It shows your contribution in a way that aligns with the job or internship you’re targeting
- It avoids filler language and focuses on outcomes

Some Examples:

- Facilitated weekly advising sessions for 10–15 students, offering tailored support on resumes, internships, and interviews; achieved 98% satisfaction in post-session surveys.
- Conducted archival research for senior thesis on educational equity, analyzing 50+ documents to uncover patterns in school funding disparities.
- Co-led a cross-campus fundraising campaign that raised \$7,500 in three months by designing outreach materials and coordinating donor engagement.
- Planned and coordinated a campus networking event with 60+ attendees, securing 5 alumni speakers and managing logistics, promotion, and day-of execution.

How many bullet points do I need?

Start with 2–3 bullet points per experience. For more significant or recent roles, you can include up to 4–5. For shorter or less relevant experiences, 1–2 concise bullets may be enough.

Section 4: Skills

The Skills section is your opportunity to show the tools, technologies, and languages you're comfortable using. Unlike the Experience section, which focuses on how you've applied skills, this is more of a snapshot of your technical and functional competencies. This section is especially important for roles that value technical tools, software, languages, or certifications, such as jobs in data analysis, marketing, design, tech, or communications.

Do not include soft skills like leadership, teamwork, communication, or time management here. These are better demonstrated through your experience bullet points.

What to Include:

Technical or Software Tools: Microsoft Office (Word, Excel, PowerPoint), Google Suite, Python, Canva, Adobe Photoshop, Tableau, WordPress, Salesforce, etc.

Languages: List any non-English languages along with your proficiency level: Beginner, Intermediate, Advanced, or Native. If you are applying for positions outside the U.S., especially in a country where English is not the primary language, be sure to also list English and your level of proficiency.

Lab or Field-Specific Tools: Especially relevant for STEM or creative majors. Examples: GIS, SPSS, AutoCAD, Final Cut Pro, Stata, R

Certifications or Trainings: Include certifications that are medical-related or industry-recognized, such as first aid certifications, financial licenses, Google Analytics, Forage, or Salesforce Trailhead.

SKILLS

Technical: ArcGIS, Canva, Microsoft Office (Word, Excel, PowerPoint), Google Suite

Language: Spanish (advanced), Korean (beginner)

Optional Sections

Depending on your background and the role you're applying to, it may make sense to include one or two additional sections on your resume. These optional sections can help you stand out, add personality, or showcase experiences that don't quite fit under Education or Experience but still matter.

You don't need to include any of these, but if used strategically, they can round out your resume and tell a fuller story.

Professional Summary

A professional summary is a short, 2–3 sentence section at the top of your resume that highlights your academic focus, key skills, and what you're looking for. Please note that this is not the same as an objective statement. Focus on what you bring, not what you want. This section is most useful if you're:

- Making a career pivot
- Applying to a very specific type of role
- Wanting to connect your varied experiences into one cohesive message

PROFESSIONAL SUMMARY

Environmental Analysis major with 3 years of research and field experience in community-based sustainability efforts. Strong foundation in GIS, public policy, and grassroots advocacy. Seeking environmental justice internships at mission-driven nonprofits.

Interests

A well-crafted Interests section can help personalize your resume and create points of connection with recruiters or interviewers, especially in industries like consulting, finance, or other people-facing fields. It's often used to spark small talk during interviews or to give hiring managers a sense of who you are beyond your academics and work experience.

That said, this section is entirely optional and should only be included if:

- You have enough space on your resume.
- Your interests are thoughtful, specific, and appropriate for a professional setting.
- You believe they add dimension or spark curiosity.

Choose interests that:

- Are relevant to the company or role (e.g., social impact, entrepreneurship, travel writing)
- Show a commitment to learning or a unique hobby (e.g., digital photography, chess tournaments, plant-based cooking)
- Could be a conversation starter in an interview (e.g., long-distance running, podcast hosting, escape room enthusiast)

Avoid:

- Generic entries like “watching movies,” “music,” or “travel” without any context
- Anything too personal or sensitive for professional settings
- Listing too many (keep it to 3–5 items max)

Conferences, Presentations, or Publications

If you've presented at academic conferences, co-authored papers, or published articles or creative work, you can include them in a dedicated section. This is especially useful for students involved in research or applying to academic, policy, or writing-intensive fields. Use a consistent academic citation style that matches expectations in your field.

What to include:

- Title of the work or presentation
- Event or publication name
- Date and location (if applicable)
- Optional: A short bullet point to add context, describe your role, or summarize the topic or impact

PUBLICATIONS

Champ, D. and Willey, T. "Indicators of Workplace Gender Inequality: A Cross-Sectional Study of New York Businesses" in *The Sociological Times*. Diamond Press, 2014.

Johnson, Robert M., and **Champ, D.** "The Politics of Poverty in New York City." *Bubblebound Journal* 9. Forthcoming (2019).

Park, K. and **Champ, D.** "Making Ends Meet: A Guide to Low-Income Housing Districts." *Yellow Bell Journal* 134. Cambridge University Press, 2015.

Creative Work or Portfolio

If you're applying for roles in design, media, art, film, or writing, you might include a short section highlighting selected works or linking to your online portfolio.

FILM PROJECTS

Director, "Echoes in Transit" - Short Film, 2024

- Selected for screening at Outfest Fusion and the Chicago International Student Film Festival.
- Managed a 6-person production team and oversaw all phases from scriptwriting to post-production.

Commonly Asked Questions

Your resume doesn't have to be perfect from the start. But chances are, you've run into at least one of these questions while writing or editing it. This section addresses those frequently asked concerns and common editing challenges, so you can build a stronger, more confident resume.

1. Can I just use one resume for everything? Do I really need to tailor my resume?

Resume is not one-size-fits-all. Tailoring helps you highlight the most relevant skills and experiences for each opportunity. You can have a general version, but it should always be customized depending on the job, internship, or program you're applying for.

2. What should I do if the job description is super vague or unclear?

Some companies/organizations really are not the best at drafting descriptions of the roles they are seeking and others are intentionally vague. If you run into this challenge with tailoring, try:

- Look up similar roles at other companies to get a better sense of typical responsibilities.
- Search for full-time versions of the internship you're applying to. They often have more detailed descriptions.
- Browse LinkedIn to see how current or former employees describe their roles.
- Review the company's mission statement to find keywords and values you can reflect in your resume.
- Talk to someone in the field through an informational interview and ask about common skills and tasks.
- Check in with Career Services—certain industries like consulting are vague in job descriptions, but we have general knowledge of how to write resumes for these spaces.

3. What if I can't fit everything onto one page?

This is a common challenge, especially if you've had several jobs, internships, or campus involvements. While it's not a strict rule, most employers expect a one-page resume for entry-level roles. A longer resume doesn't always mean a stronger one, so here's how to tighten things up:

- Edit for clarity and impact. Trim any unnecessary words from your bullet points and keep the focus on your contributions and outcomes.
- Prioritize relevance. Remove older roles (especially those over five years old) or anything that doesn't directly support the opportunity you're applying for.
- Adjust formatting. Use 0.5-inch margins and a legible font size (no smaller than 10 pt) to make the most of your space without sacrificing readability.
- Keep a comprehensive version. Maintain a longer resume for your records, and pull from it to create tailored, one-page versions for each application.

4. What if I don't have much to include?

You're not alone—many students worry they don't have "enough." The good news is, your resume is about potential and transferable skills, not just formal experience. You likely have more than you think. Coursework, volunteer work, campus involvement, and part-time jobs all count. You can also add relevant skills or interests.

Here are a few ways to build it out:

- Highlight your skills. Include software, lab techniques, or tools you've learned in class or on your own.
- Add relevant coursework. Especially if it involved group projects, presentations, or research.
- Use athletics or other commitments. If you play a sport or commit time to an activity, describe the leadership, teamwork, and discipline involved.
- Include high school experiences. This is totally fine if you're early in college or if the experience is still relevant.
- Show your interests. Add a short section for hobbies or topics you explore in your free time—they can spark conversation and show well-roundedness.

5. Can I use AI tools like ChatGPT to help write my resume?

Yes, AI tools can be useful for brainstorming bullet points or organizing your ideas. However, AI should be a starting point, not your final draft. Always review and edit for accuracy, personal voice, and relevance to the role. For detailed tips, examples, and best practices, see the "[Using AI Tools for Resume/CV](#)" section of this guide.

Helpful Tips

Need Help with Your Resume? You don't have to do it alone. Whether you're starting from scratch or revising your current draft, Career Services is here to support you.

Book an appointment on [Handshake](#) to get one-on-one feedback from our advisors, or drop by our office during open hours for quick questions and resume tips.

Office Hours

Monday through Friday, 8:00 am – 12:00 pm & 1:00 pm – 5:00 pm
Open year-round including breaks with the exception of select holidays.

Scott Hall, Room 126 (first floor, south end)
909.621.8519
career_services@pitzer.edu

Curriculum Vitae (CV)

What Is a CV?

A Curriculum Vitae (CV) is a detailed document that outlines your full academic and professional history. While resumes are concise and focused on specific jobs, CVs provide a broader picture of your qualifications, especially for academic, research, and some international roles.

Use a CV if you are:

- Applying to graduate school, fellowships, or research roles.
- Pursuing academic teaching or faculty positions.
- Seeking positions in STEM, healthcare, or global job markets that request CVs.

Important: Some employers or institutions use the terms resume and CV interchangeably. In some countries, the term “CV” is used instead of “resume.” If the expectations are unclear, it’s a good idea to ask for clarification or check if there are specific guidelines listed in the job or program posting.

Some key differences between CVs and resumes:

	CV	Resume
Length	2+ page, usually 2 pages at undergraduate level	1 page (for most students and new grads)
Purpose	Show depth of academic or research experience	Tailor to a specific job or industry
Content	All accomplishments (teaching, research, publications, etc.)	Only relevant experiences
Common Use	Academic, research, some international roles	Business, nonprofit, internships, industry jobs, entry-level work

Even though a CV includes more content, the core principles of strong writing and formatting are the same as a resume. The main difference is that CVs are longer and include more academic-specific content like research, teaching, publications, presentations, and professional affiliations. Standard CVs may include:

Education
Teaching Experience
Research Experience
Honors and Awards
Professional/Volunteer Experience

Publications
Presentations
Scholarly/Professional Affiliations
Research Interests
Extracurricular Activities

Licensing/Registration/
Certifications
Grants/Fellowships
Technical Skills
References

Common mistakes to avoid:

- Submitting a resume when a CV is requested (or vice versa)
- Using casual formatting or inconsistent styles
- Leaving out academic or research work
- Listing experiences without descriptions or outcomes
- Including irrelevant personal details (e.g., photo, age, unless culturally appropriate)

A CV is more than just a list—it's your academic and professional story. Even though it may be longer than a resume, it should still be organized, focused, and reader-friendly. And when in doubt? Ask for clarification and visit Career Services for feedback and support.

See [page 35](#) of this guide for a sample CV.

Using AI Tools for Resume/CV

Advancements in free AI tools have made it easier to draft and refine resumes and CVs. ChatGPT (a popular AI chatbot) and similar tools can act as intelligent assistants, helping you generate content, polish wording, and tailor your document to specific jobs.

Think of AI as a partner in your resume-writing process—it can produce a decent first draft quickly (perhaps “B-” quality) and even highlight strengths or details you hadn’t considered. However, using AI effectively also means using it ethically and thoughtfully. This section will walk you through guidelines, best practices, do’s and don’ts, and example prompts for leveraging free AI tools to create a stronger resume or CV.

General Guidelines for Ethical and Effective AI Use

- **Be truthful and authentic.** Never allow an AI to add skills or experiences you don’t actually have. ChatGPT doesn’t know your real background. If it suggests content that isn’t accurate for you, do not include it. Always make sure you can back up every detail in your resume in an interview.
- **Use AI to assist and inspire, not to replace your own effort.** You decide what information to feed it and which suggestions to accept. Treat ChatGPT as a tool to “give you directions, not to take the wheel.”
- **Double-check everything.** AI might produce an incorrect date, a misused term, or an unrealistic accomplishment without warning. Always verify facts, numbers, and terminology in the AI’s output. Don’t assume the AI is correct—treat its output as a draft to fact-check and refine.
- **Maintain your personal voice.** An AI’s writing can sound generic or robotic if taken verbatim. Make sure the final resume still sounds like you. That means you should edit phrases to match your style and tone, and add specific details or wording that reflect your personality or approach.
- **Avoid sharing highly sensitive personal data** (like Social Security numbers, addresses, or confidential company info) in your prompts. It’s fine to share details from your experience or a job description to get help, just be mindful that these tools are online services. If you’re uncomfortable, you can choose to summarize or alter certain details in what you paste.

Writing Effective AI Prompts

Crafting a good prompt is the key to getting useful answers from AI. Here are some tips for writing prompts that yield great resume content:

1. Start with a clear action request: Begin your prompt with the specific action you want, such as “Write...”, “Rewrite...”, “Summarize...”, “List...”, or “Suggest...”. Example: “Write a professional summary for my resume....”

2. Provide context about yourself: Include details like your role, field, accomplishments, or the skills you want to highlight. The AI only knows what you tell it. For instance: “...for a biology student applying to lab assistant positions, highlighting lab techniques and coursework.” This gives ChatGPT a frame of reference.

3. Include the job description for tailoring: If you are targeting a particular internship or job, mention it. For example: “Rewrite my experience section to better fit a project management internship at [Company], focusing on teamwork and deadlines.” If you have the job description, you can literally paste key portions into the prompt. The more the AI knows about the target, the better it can customize your resume content.

4. Specify the format or focus: If you need the answer in a certain format (bullet points, a paragraph, a list of skills, under X words, etc.), say so. E.g.: “List 3 bullet points...”, or “Keep it under 50 words.” Likewise, if you want metrics included, you can prompt: “Include a measurable result in the bullet.” Being explicit about the output format helps guide ChatGPT to give you exactly what you need.

Vague prompt: *Help me with my resume.*

Strong prompt: *I am a second-year Environmental Analysis student with two class projects and volunteer tutoring experience. Write a one-paragraph professional summary highlighting my programming skills, teamwork, and quick learning ability.*

*The strong prompt tells the AI who you are, what experience you have, and what to emphasize, so the output will be far more relevant.

Remember, you can always refine your prompt if the answer you get isn't useful. Don't hesitate to add more details or clarify what you want in a follow-up prompt. ChatGPT will take your corrections and new instructions into account to give a better answer on the next try.

Sample Prompts for Different Resume Scenarios

To help you get started, here is a set of sample AI prompts tailored to common resume-writing situations. You can use these as templates and fill in your own details where appropriate.

First-Time Resume (No Experience)

I am a college student with no work experience, but I have taken relevant courses and volunteered at school events. Help me write my first resume by highlighting my education, skills, and any volunteer work that show I'm a good candidate for an entry-level opportunity.

Tailoring a Resume for an Internship or Job Posting

Here is the job I'm applying for: [paste key parts of the job description]. I've attached my current resume below. Suggest changes to tailor my resume for this specific position – especially how to emphasize the [XYZ skills] and [ABC qualifications] that the employer is looking for.

Writing Strong Bullet Points from a List of Tasks

I have a list of tasks from my last job/volunteer role: [bullet out 3-4 tasks you did]. Can you turn these into achievement-focused resume bullet points? Each bullet should start with a powerful action verb and show a result or skill gained. For example, instead of 'Filed documents,' something like 'Organized and maintained a filing system to improve document retrieval speed.'

Converting a Multi-Page Resume or CV to a 1-Page Resume

Summarize the following resume into a one-page resume targeting a [desired industry or role]. Focus on the most relevant academic projects, work experiences, and skills for that role, and leave out older or less relevant details. The resume text is below: [paste your multi-page resume].

Using free AI tools responsibly can really level up your resume-writing process, especially when you're a student still gaining experience. You'll save time on phrasing and get help showcasing your strengths in the best light. Just remember that **AI is an aid, not a cheat: your input, judgment, and personal touch are irreplaceable in the process.** By following the general guidelines and practicing the prompt techniques above, you can confidently incorporate AI tools into your resume development routine. The result should be a polished resume or CV that remains 100% yours—only now you've had a little high-tech help in telling your story.

Good luck, and happy writing!

List of Frequently Used Action Verbs

Planning

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategized
Commissioned	Evaluated	Observed	Reserved	Studied
Determined	Forecasted	Planned	Researched	Tailored

Organizing

Acquired	Authorized	Customized	Issued	Retrieved
Activated	Catalogued	Delegated	Linked	Routed
Adjusted	Centralized	Designated	Logged	Scheduled
Allocated	Chartered	Designed	Mapped out	Secured
Altered	Classified	Established	Obtained	Selected
Appointed	Collected	Facilitated	Ordered	Simplified
Arranged	Committed	Housed	Organized	Sought
Assembled	Confirmed	Implemented	Procured	Straightened
Assessed	Contracted	Incorporated	Programmed	Suggested
Assigned	Coordinated	Instituted	Recruited	Tracked

Executing

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

Adjusted	Correlated	Inspected	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Scrutinized
Apportioned	Discovered	Licensed	Policed	Set
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Indexed	Officiated	Revised	Updated

Leading

Accelerated	Disproved	Fostered	Led	Raised
Assumed	Elected	Founded	Managed	Recognized for
Caused	Employed	Guided	Mentored	Set goals
Chaired	Empowered	Influenced	Motivated	Spearheaded
Changed	Encouraged	Initiated	Originated	Stimulated
Conducted	Enlisted	Inspired	Pioneered	Strengthened
Directed	Envisioned	Involved	Promoted	Supervised

Getting Results

Accomplished	Delivered	Extended	Invented	Realized
Achieved	Demonstrated	Finalized	Joined	Received
Added	Diminished	Fulfilled	Launched	Reduced
Advanced	Eclipsed	Gained	Lightened	(losses)
Attained	Earned	Generated	Minimized	Rejuvenated
Augmented	Eliminated	Grew	Modernized	Renovated
Boosted	Enlarged	Guaranteed	Obtained	Restored
Built	Enlisted	Hastened	Opened	Targeted
Combined	Enjoyed	Heightened	Orchestrated	
Completed	Ensured	Improved	Overcame	
Consolidated	Excelled	Integrated	Prevailed	
Constructed	Expanded	Innovated	Produced	
Contributed	Expedited	Introduced	Qualified	

Problem Solving

Alleviated	Created	Foresaw	Repaired	Synthesized
Analyzed	Decided	Formulated	Resolved	Theorized
Applied	Deciphered	Found	Revamped	
Brainstormed	Debugged	Gathered	Revitalized	
Collaborated	Determined	Investigated	Revived	
Conceived	Detected	Recommended	Satisfied	
Conceptualized	Diagnosed	Remedied	Solved	
Crafted	Engineered	Remodeled	Streamlined	

Quantitative

Accounted for	Compiled	Earned	Multiplied	Reconciled
Appraised	Computed	Estimated	Netted	Reduced
Approximated	Compounded	Figured	Profited	Tabulated
Audited	Conserved	Financed	Projected	Totaled
Balanced	Converted	Grossed	Purchased	
Budgeted	Counted	Increased	Quantified	
Calculated	Dispensed	Inventoried	Rated	
Checked	Dispersed	Maximized	Recorded	

Helping

Accommodated	Continued	Enhanced	Prescribed	Sustained
Advised	Cooperated	Enriched	Provided	Tutored
Aided	Counseled	Familiarized	Rehabilitated	Validated
Alleviated	Dealt	Helped	Relieved	
Assisted	Eased	Interceded	Rescued	
Assured	Elevated	Mobilized	Returned	
Bolstered	Enabled	Modeled	Saved	
Coached	Endorsed	Polished	Served	

Communicating

Acted	Corresponded	Inferred	Reported	Taught
Adapted	Critiqued	Informed	Represented	Tested
Admitted	Dedicated	Instructed	Revealed	Translated
Addressed	Defined	Interviewed	Sanctioned	Transmitted
Allowed	Deliberated	Justified	Settled	Verified
Amended	Demonstrated	Lectured	Shaped	Welcomed
Arbitrated	Dramatized	Marketed	Smoothed	Wrote
Argued	Drafted	Mediated	Solicited	
Ascertained	Educated	Moderated	Sold	
Attested	Edited	Negotiated	Spoke	
Briefed	Elicited	Perceived	Specified	
Calculated	Explained	Persuaded	Substantiated	
Clarified	Extracted	Presented	Submitted	
Closed	Fabricated	Publicized	Suggested	
Composed	Fashioned	Queried	Summarized	
Communicated	Greeted	Questioned	Supplemented	
Concluded	Highlighted	Related	Supported	
Consented	Illustrated	Referred	Surveyed	
Consulted	Improvised	Reinforced	Synthesized	
Convinced	Indicated	Rendered	Systematized	

*Reference list adapted from Braven.

SAMPLE RESUME: FIRST YEAR

Marienne-Joan “MJ” First

Claremont, CA | (909) 123-4567 | mjfirst@students.pitzer.edu

EDUCATION

Pitzer College

Undeclared (Interested in Psychology)

Claremont, CA

Expected May 2029

Oak Ridge High School

Honors & Awards: AP Scholar with Distinction, Honor Roll

Sacramento, CA

August 2021 – May 2025

PROFESSIONAL EXPERIENCE

Pitzer Department of Psychology

Research Lab Volunteer

Claremont, CA

October 2025 – Present

- Assist with background literature reviews and accurate data entry for a student-led research study on stress, sleep, and academic performance in undergraduates.
- Contribute to weekly lab meetings by asking questions, offering feedback on study design, and brainstorming ideas for participant recruitment strategies.
- Observe the full research cycle from hypothesis to analysis, gaining hands-on exposure to qualitative and quantitative research methods in psychology.

Crisis Text Line

Volunteer Trainee

Remote

October 2025 – Present

- Participate in 30-hour training focused on active listening, crisis de-escalation, and confidentiality protocols in mental health support.
- Practice simulated conversations to build confidence in handling high-stress messaging scenarios with empathy and professionalism.

In-N-Out Burger

Team Member

Sacramento, CA

June 2025 – August 2025

- Provided fast, friendly service to over 100 customers per shift in a high-volume environment, ensuring accurate orders and positive guest experience.
- Maintained cleanliness and organization of workstations during peak hours while multitasking between cashier, prep, and food assembly roles.
- Worked collaboratively with a fast-paced team, contributing to shift efficiency and earning recognition for reliability and professionalism.

LEADERSHIP & INVOLVEMENT

Oak Ridge Peer Counseling Program

Peer Counselor

Sacramento, CA

Summer 2022-2024

- Provided weekly one-on-one peer support sessions focused on academic stress, social challenges, and mental wellness, helping students feel heard and supported.
- Facilitated interactive Wellness Week workshops on stress management and self-care, reaching over 100 students and encouraging open dialogue on mental health.
- Partnered with school counselors to co-create peer education materials and referral guides, contributing to a more supportive and resource-aware student community.

SKILLS

Technical: Google Suite, Microsoft Word, Excel, PowerPoint, Canva

Language: French (conversational)

SAMPLE RESUME: SOPHOMORE

Sean Sophomore

San Francisco, CA • (909) 123-4567 • seansoph@students.pitzer.edu

EDUCATION

Pitzer College

Undeclared; Intended Major: Media Studies

Relevant Coursework: Introduction to Media Studies, Visual Storytelling, Writing for the Media

Claremont, CA

Expected May 2028

Lowell High School

SAT 1500; National Honor Society

San Francisco, CA

September 2020 – May 2024

WORK EXPERIENCE

Pitzer Office of Communications

Student Social Media Assistant

Claremont, CA

January 2025 – Present

- Create and schedule weekly Instagram content highlighting student experiences, campus culture, and event promotions for an audience of 4,000+ followers.
- Collaborate with communications staff to design branded visuals using Canva that align with Pitzer's tone, visual identity, and accessibility best practices.
- Monitor post analytics weekly and compile engagement insights to refine content strategy, leading to a 20% increase in average story viewership.

Uniqlo

Retail Sales Associate

San Francisco, CA

June 2024 – August 2024

- Supported 50+ customers per shift with product recommendations and styling tips, contributing to consistent daily sales targets.
- Maintained merchandising displays and collaborated with team to execute seasonal promotions, helping increase featured product sales by 15%.
- Processed up to 100 transactions per day using POS system with 98% accuracy, ensuring smooth checkout and high customer satisfaction ratings.

LEADERSHIP EXPERIENCE

Pitzer Media Coalition

Events & Outreach Team Member

Claremont, CA

October 2024 – Present

- Promote student-run podcasts, film screenings, and media workshops by designing eye-catching flyers and drafting engaging captions for Instagram and email newsletters.
- Collaborate with club leaders to plan and execute four media-related events, helping increase turnout by 30%.

Lowell High School Yearbook

Marketing & Design Chair

San Francisco, CA

August 2022 – May 2024

- Led yearbook marketing campaign across Instagram, email, and printed posters, boosting student submissions by 25% and exceeding pre-sale targets.
- Designed layouts for 20+ pages using Adobe InDesign, ensuring visual consistency and accurate photo-caption alignment across each section.
- Coordinated with photographers, writers, and editors to meet monthly production deadlines and deliver content on schedule.
- Launched themed promotion weeks and spotlight features to drive engagement, resulting in a 15% increase in yearbook purchases from the previous year.

SKILLS

Technical: Adobe Photoshop, InDesign, Illustrator, Canva, Instagram Insights, Microsoft Office, Google Suite

Language: Mandarin (conversational)

SAMPLE RESUME: JUNIOR

Wonwoo (Junior) Kang

wwkang@students.pitzer.edu | (909) 123-4567 | linkedin.com/in/wwkang

EDUCATION

Pitzer College, Claremont, CA

Bachelor of Arts in Political Studies; GPA: 3.8/4.0

Expected May 2027

Relevant Coursework: Public Policy Analysis, Research Methods in Political Science

PROFESSIONAL EXPERIENCE

Public Counsel, Los Angeles, CA (Hybrid)

Policy & Advocacy Intern

June 2025 – August 2025

- Conducted in-depth legislative research on affordable housing and tenant protection bills in California; drafted policy briefs and fact sheets used by attorneys and legislative advocates.
- Attended biweekly coalition meetings with nonprofit partners focused on housing justice; synthesized discussion highlights and tracked action items to support coordinated advocacy.
- Designed and scheduled social media graphics and captions to amplify campaign messages on housing equity, resulting in a 20% increase in follower engagement and event turnout.

Pitzer College Office of Admission, Claremont, CA

Access Intern

September 2024 – May 2025

- Supported coordination of fall and spring fly-in programs for underrepresented students, contributing to an inclusive and welcoming visit experience.
- Secured participation from 10+ faculty and affinity group leaders, enhancing program visibility and academic engagement for prospective students.
- Provided mentorship and follow-up support to 30+ student participants, contributing to a stronger sense of belonging and increased enrollment yield.

COMMUNITY ENGAGEMENT

First-Gen Empowerment Club, Claremont, CA

Vice President

September 2025 – Present

- Oversee executive board operations and led planning for 8+ events per semester, increasing average event attendance by 40%.
- Expand collaboration with 5 identity-based organizations to launch a first-gen student resource series, reaching over 100 attendees.

Diversity Chair

September 2024 – May 2024

- Organized monthly cultural storytelling nights and identity dialogue spaces, fostering community among 50+ active members.
- Led feedback initiative that collected 75+ student responses and resulted in 3 new inclusive practices adopted by the club.

SKILLS

Technical: Google Suite, Microsoft Excel, Salesforce, Canva, Slack

Language: Japanese (intermediate)

SAMPLE RESUME: SENIOR

Sagehen G. Senior

Claremont, CA | (909) 123-4567 | sagehen@students.pitzer.edu | linkedin.com/in/sagehengs

EDUCATION

Pitzer College

Bachelor of Arts in Environmental Analysis, Minor in Spanish

Claremont, CA

Expected May 2026

Relevant Coursework: Environmental Justice, GIS for Social Change, Sustainable Development

Universidad San Francisco de Quito

Study Abroad: Comparative Ecology & Conservation

Quito, Ecuador

January 2025 – May 2025

RELEVANT EXPERIENCE

Sustainable Claremont

Environmental Outreach Intern

Claremont, CA

June 2025 – August 2025

- Designed and implemented a targeted outreach campaign that increased youth engagement in community sustainability events by 30% over three months.
- Developed educational flyers and slide decks and facilitated four bilingual workshops on composting, recycling, and zero-waste habits for local families.
- Led data collection through door-to-door surveys to assess neighborhood environmental concerns, gathering over 100 responses to guide future programming.

Los Angeles County Sanitation Districts

Environmental Planning Intern

Whittier, CA

June 2024 – August 2024

- Mapped stormwater drainage patterns and regional land use data using ArcGIS to support sections of an environmental impact report.
- Researched CEQA and NEPA environmental regulations and created summary briefs to guide team compliance on infrastructure projects.
- Participated in weekly interagency planning meetings and presented research updates to a team of 12 planners, engineers, and project managers.

LEADERSHIP & INVOLVEMENT

Pitzer Green Student Alliance

Programs Chair

Claremont, CA

September 2023 – Present

- Organize and promote Earth Week programming in partnership with 7 student organizations, drawing over 200 attendees to workshops and events.
- Design and lead a semester-long zero-waste campaign in residence halls, resulting in a 15% reduction in single-use plastics campus-wide.
- Facilitate monthly strategic planning meetings, delegate tasks to team members, and managed logistics for campus sustainability initiatives.

Varsity Women's Soccer

Team Member

Claremont, CA

August 2022 – Present

- Dedicate over 15 hours each week to team practices, strength training, games, and regional travel while maintaining strong academic performance.
- Foster positive team culture by mentoring first-year athletes, promoting inclusive communication, and modeling leadership on and off the field.

SKILLS

Technical: ArcGIS, Canva, Microsoft Office (Word, Excel, PowerPoint), Google Suite

Language: Spanish (advanced), Korean (beginner)

Daniel Pitzer

Urban Plains, NY | (555) 123-4567 | dpitzer@nyu.edu

PROFESSIONAL SUMMARY

Dedicated and detail-oriented research fellow with over five years of experience conducting graduate-level research in sociology. Specialized in Mirroring Theory, with multiple peer-reviewed publications in leading social science journals. Demonstrated ability to design and execute qualitative and mixed-methods research projects from conception to publication. Skilled at translating complex theoretical frameworks into accessible insights for both academic and general audiences. Experienced conference presenter and university-level instructor, recognized for engaging delivery and clear communication across diverse learning environments.

EDUCATION

Ph.D. in Sociology**May 2018**

New York University

New York, NY

- Dissertation Title: "Eat, Play, Shove: How Mirror Theory Accounts for Basic Daily Habits in Adolescents in the United States"
- Advisor: James Jeffry, Sociology Chair, NYU

M.A. in English**December 2011**

Yonsei University

Seoul, Korea

B.A. in Sociology**May 2009**

Pitzer College

Claremont, CA

TEACHING & ADVISING

Composition Instructor**September 2012 – Present**

English Department, New York University

New York, NY

- Design and facilitate five bi-weekly sections of *Composition 102*, focusing on critical writing, argumentation, and analysis of contemporary social issues.
- Plan and lead interactive workshops and student-centered roundtable discussions exploring themes such as inequality, identity, and civic responsibility.
- Apply current pedagogical methods, including scaffolded assignments and active learning techniques, to promote critical thinking and student engagement.
- Collaborate in a team-teaching model to foster interdisciplinary dialogue and model inclusive classroom practices that encourage the exchange of diverse perspectives.

Social Theory Lecturer**August 2013 – May 2014**

Advanced Studies Laboratory, New York University

New York, NY

- Taught undergraduate Humanities students with an interest in emerging social theory, emphasizing foundational and contemporary thinkers.
- Integrated speaker–listener engagement strategies with multimedia tools, including film and digital platforms, to enhance comprehension and participation.
- Structured group-led modules by assigning rotating leadership roles, cultivating peer-to-peer learning, collaboration, and ownership of course material.

Writing Fellow**August 2010 – May 2011**

Writing Center, Yonsei University

New York, NY

- Tutored undergraduate students across disciplines to strengthen clarity, organization, and argumentative structure in academic writing.
- Participated in bi-weekly calibration sessions with faculty and fellow writing tutors to align feedback strategies and discuss pedagogical approaches.

WORK EXPERIENCE

Legal Research Assistant

September 2017 – Present

Northern Poverty Law Center United

New York, NY

- Research and analyze case law to support legal staff in developing comprehensive briefing materials, contributing to successful litigation strategies across multiple cases.
- Lead the vetting process for interviewees involved in legal investigations, improving the reliability of qualitative data and streamlining case preparation timelines.
- Maintain and optimize a centralized legal research database used by attorneys and assistants, enhancing cross-team collaboration and reducing redundant research efforts.
- Conduct bi-annual audits of sociological and legal datasets, identifying data gaps and improving the overall integrity and usability of research resources for legal proceedings and policy reviews.

Staff Writer and Assistant Managing Editor

August 2010 – May 2011

Yonsei Monthly English Newspaper

Seoul, Korea

- Instructed undergraduate Humanities students in foundational and emerging social theories, fostering critical analysis of contemporary societal structures.
- Applied speaker–listener pedagogical methods, incorporating film, digital tools, and interactive media to deepen engagement with theoretical content.
- Designed group-based modules and assigned rotating leadership roles, promoting collaborative learning, student agency, and peer-to-peer knowledge exchange.

OTHER PROFESSIONAL EXPERIENCE

Student Advisor

September 2012 – May 2015

The Global Center, New York University

New York, NY

- Advised international graduate students on academic planning, program requirements, and external funding opportunities, helping them navigate institutional systems and successfully meet degree milestones.

International Student Board Member

August 2010 – May 2011

Graduate College, Yonsei University

Seoul, Korea

- Served on university committees focused on international student policies, contributing to the development of inclusive practices and improved support services.
- Partnered with faculty, administrators, and student representatives to enhance academic resources and create more welcoming social environments for international students.

Library Volunteer

September 2006 – May 2007

Claremont Colleges Library

Claremont, CA

- Facilitated circulation services across multiple library collections, ensuring accurate check-outs, returns, and re-shelving to maintain organization and accessibility.
- Assisted students in locating academic resources for coursework and research, contributing to improved study efficiency and information literacy across disciplines.

PUBLICATIONS

Pitzer, D. and Willey, T. "Indicators of Workplace Gender Inequality: A Cross-Sectional Study of New York Businesses" in *The Sociological Times*. Diamond Press, 2014.

Johnson, Robert M., and **Pitzer, D.** "The Politics of Poverty in New York City." *Bubblebound Journal* 9. Forthcoming (2019).

Park, K. and **Pitzer, D.** "Making Ends Meet: A Guide to Low-Income Housing Districts." *Yellow Bell Journal* 134. Cambridge University Press, 2015.

CONFERENCE PRESENTATIONS

- "Going Places and Going Nowhere," East Asia Humanities Symposium, Seoul National University, Seoul, Korea, June 2010.
- "The Umnus of Hope: Extreme Poverty in Dominican Neighborhoods in America," NYU Graduate College Seminar, speaker and organizer. White Plains, NY, March 2013.
- "Permutations of Justice: Making Sense of Crime Statistics since the 2000s," US Sociological Society Convention. San Diego, CA, August 2015.

HONORS AND AWARDS

Doctoral Fellowship , New York University New York, NY	2014 – 2018
Fall Research Grant , NYU Center for Poverty Studies, NYU New York, NY	2015
Graduate Travel Stipend , New York University New York, NY	2014 & 2016
Excellence in Teaching Award , Yonsei University Seoul, Korea	2011

PROFESSIONAL MEMBERSHIPS

- Modern Language Association (MLA)
- American Association of Social Researchers {AASR}
- International Sociological Association (ISA)
- Phi Beta Kappa Society (ΦBK)

REFERENCES

First Name, Last Name

Associate Professor of History
New York University
(555) 238-4323, email1@nyu.edu

First Name, Last Name

Head Attorney
Northern Poverty Law Center United
(555) 256-8839, email3@nplc.org

First Name, Last Name

Professor of English Studies
Yonsei University
(+82) 10-6762-4001, email2@yonsei.ac.kr

First Name, Last Name

Associate Professor of Sociology
New York University
(555) 313-2220, email4@nyu.edu

SAMPLE RESUME: CONSULTING

CHAD MORRIS

chadmorris11@gmail.com • (678) 505-9636 • Los Angeles, CA

EDUCATION

Pitzer College

B.A. in Critical Global Studies; GPA: 3.7/4.0, SAT: 1450

- **Relevant Coursework:** Financial Accounting, Managerial Economics, Data Analytics with R.

Claremont, CA

May 2025

University of Sussex

Study Abroad – Social Policy and Quantitative Methods

- Completed courses in Applied Statistics and Global Inequality, earning a 4.0 GPA equivalent

Brighton, UK

Spring 2024

PROFESSIONAL EXPERIENCE

Pitzer College Office of Institutional Research

Data Assistant

Claremont, CA

Oct. 2024 – Present

- Analyze over 12,000 rows of campus climate and retention survey data using Excel and SPSS to support the development of 3 equity-focused initiatives addressing student belonging and academic persistence.
- Create 4 interactive Tableau dashboards visualizing trends across race, gender, and first-gen status, which were presented to 30+ faculty and administrators to inform departmental strategic planning.
- Identify 9% lower retention rate among specific student populations and collaborated with the Dean of Students Office to propose targeted interventions, leading to a new mentorship pilot program in Spring 2025.

Lumen Strategy Consulting Group

Consulting Intern

Remote

Jun. 2024 – Aug. 2024

- Conducted a market entry analysis for a Series A edtech client, identifying 3 high-growth international markets with a combined potential user base of over 12 million students based on competitive benchmarking, regulatory review, and demographic trends.
- Designed and distributed a 15-question customer discovery survey, collecting 320+ responses from target users; conducted sentiment analysis and data visualization to uncover 4 key product pain points.
- Developed a pricing recommendation that increased projected customer lifetime value by 18%, influencing the client's product strategy for Q4 2024 rollout.
- Created a 15-slide strategic proposal deck and presented findings to a team of 6 client executives, resulting in a unanimous decision to pilot a new GTM strategy in one of the identified regions.

Pacific Bridge Capital

Private Equity Intern

Los Angeles, CA

Jun. 2023 – Aug. 2023

- Assisted investment team by compiling financial profiles for 10+ target companies, using Excel to track revenue, headcount, and valuation data for early-stage healthcare and SaaS firms.
- Researched 5 industry verticals and created summary briefs highlighting growth trends, key players, and potential acquisition opportunities to inform weekly partner meetings.
- Organized internal deal database by reviewing and categorizing 100+ historical investment memos, improving search efficiency and supporting faster decision-making during pipeline reviews.

LEADERSHIP

Pitzer Consulting Club

President

Claremont, CA

Sept. 2023 – Present

- Facilitate weekly case workshops and interview prep sessions for a growing membership of 40+ students, resulting in a 30% increase in member attendance and 10+ students landing summer consulting internships.
- Lead 3 pro bono consulting teams supporting nonprofit and social enterprise clients in education and sustainability; projects included market segmentation, donor outreach strategy, and data visualization, earning 100% client satisfaction ratings.
- Develop and launched a structured mentorship program by partnering with 12 alumni from Bain, McKinsey, and Deloitte, matching students with mentors and hosting 6 virtual career panels drawing 150+ participants in total.

Programming Chair (previous role)

Sept. 2022 – May 2025

PERSONAL

- **Languages:** Spanish (Fluent), French (Basic).
- **Technical Skills:** Excel (Macros, etc.), PowerPoint, SQL, Python, SharePoint, Tableau, PowerBI.
- **Volunteer:** Facilitated 6 workshops at Inter-Cultural Association for 250 immigrant and refugee youth with limited English proficiency. Promoted inclusivity and boosted confidence.
- **Interests:** Travel (favorite so far: France), Hiking (favorite hiking: Blue Ridge Mountains), Club Lacrosse, Golf.

SAMPLE RESUME: FINANCE

THOMAS JAMES

Thomas.James@university.edu

123 Washington St. Apt. #2
New York, NY 10017

777.777.7777

EDUCATION

Washington University – Olin School of Business

St. Louis, MO

Bachelor of Science in Business Administration; Finance Major

Class of 2013

- Cumulative GPA: 3.5/4.0; Major GPA: 3.8/4.0
- Graduated magna cum laude as a Presidential Scholar, Dean's List all semesters
- Relevant Coursework: Financial Statement Analysis, Advanced Financial Management, M&A, Options, Futures & Derivatives, Introduction to Econometrics, International Finance, Investments

Dalian University of Foreign Languages

Dalian, Liaoning Province, China

School of Chinese Studies

Jan 2012 – May 2012

- Elected to study Mandarin in an intensive language program in a study abroad program
- Successfully completed a semester of business courses and was elected class president by my peers
- Developed foreign language skills and the ability to speak fluent Mandarin

WORK EXPERIENCE

ABC Bank

New York, NY

Summer Analyst

May 2012 – Aug 2012

- Member of deal team on a \$3.2 billion acquisition of a publicly traded company by a large private equity firm
- Involved in initial due diligence, preparation of the CIM, creation of the PowerPoint deck, etc.
- Responsible for performing comparable companies and precedent transaction analyses in Excel
- Utilized PowerPoint to create pitch books for current transactions and potential clients

ZYX Energy Cooperative

New York, NY

Summer Intern

May 2011 – Aug 2011

- Analyzed and recommended specific investment opportunities to traders in natural gas, power and coal
- Sent out intraday research notes to traders summarizing daily and weekly energy supply and demand data
- Completed numerous projects with end-goal of producing a framework for reoccurring standardized reports

LEADERSHIP

Washington University NCAA Soccer Team

St. Louis, MO

Captain

Sep 2009 – Current

- Attended league meetings and organized all games and practices in lieu of coaching staff
- Successfully recruited over 10 new players and developed an alumni support network via campaigns
- Reinvigorated the program, raising thousands of dollars in financial support from alumni

Washington University Student Investment Fund

St. Louis, MO

Founder and Co-President

Oct 2010 – Current

- Co-founded a student-run fund to invest a small portion of the University's endowment
- Managed a \$105k diversified, mid-cap equities fund - Outperformed benchmark by 4% since 2010 inception
- Presented research reports to University Board of Directors with company information and investment thesis

ADDITIONAL INFORMATION

Skills: Fluent in Mandarin, Basic Skills in French

Modeling: Completed Wall Street Prep self-study course covering valuation, M&A and LBO modeling

Computer: Proficient in Excel, PowerPoint, CapitalIQ, Bloomberg

Certifications: Completed Bloomberg Certification Program

Interests: Soccer, Running, Poker, Snowboarding, Skydiving

SAMPLE RESUME: PRE-HEALTH

LEE BIO

leebio@students.pitzer.edu | (909) 123-4567 | Philadelphia, PA

EDUCATION

Pitzer College Bachelor of Arts in Biology; GPA: 3.8/4.0	Claremont, CA Expected May 2025
King's College London Study Abroad – Department of Biosciences	London, UK Spring 2024
<ul style="list-style-type: none">Completed upper-division coursework in Molecular Genetics, Human Physiology, and Global Health Policy, earning a 4.0 GPA equivalent.	

SKILLS

- Laboratory:** Primer Design, PCR, Restriction Enzyme Digestion, Agarose Gel Electrophoresis, ELISA, ELISPOT, Lymphoproliferation Assay, Flow Cytometry, Intramuscular Immunizations, Retro-Orbital Bleeds, Tissue Harvest
- Computer:** Microsoft Office (Word, Excel, PowerPoint, Access), Peoplesoft, Stata, R, Tableau

RESEARCH EXPERIENCE

University of Pennsylvania School of Medicine <i>Laboratory Assistant - Department of Otorhinolaryngology</i>	Philadelphia, PA June 2024 – August 2024
<ul style="list-style-type: none">Captured and processed high-resolution images of Purkinje neurons in postmortem cerebellar tissue from Alzheimer's patients using advanced microscopy techniques for neurodegeneration research.Assisted in animal research procedures including murine immunizations and tissue harvesting, ensuring compliance with IACUC protocols and proper biosafety standards.Managed and organized 2,000+ data points from immunohistochemistry and imaging experiments; filtered results for accuracy and contributed to figures used in peer-reviewed publication draft.	
Children's Hospital of Philadelphia <i>Clinical Research Assistant</i>	Philadelphia, PA May 2023 – August 2023
<ul style="list-style-type: none">Supported a hospital-based health surveillance and intervention program that referred violently injured youth to 10+ local community organizations for trauma recovery, mental health, and case management services.Conducted structured follow-up interviews with over 50 patients across 3 major Philadelphia hospitals, collecting data on post-discharge outcomes and support resource utilization.Designed and maintained a detailed patient tracking database using Microsoft Excel and Access, improving follow-up accuracy and reducing data retrieval time by 30%.	

OTHER PROFESSIONAL EXPERIENCE

Children's Hospital Los Angeles <i>Child Life Volunteer</i>	Los Angeles, CA September 2024 – Present
<ul style="list-style-type: none">Engaged 20+ pediatric patients per shift through bedside play, art projects, and interactive activities in the hospital's Child Life Zone to promote emotional resilience during treatment.Provided compassionate, culturally sensitive support to families during medical procedures and recovery, building trust and rapport with children from diverse racial, linguistic, and socioeconomic backgrounds.	
Bridge to Success Youth Outreach <i>Mentoring Program Coordinator</i>	Los Angeles, CA October 2022 – May 2024
<ul style="list-style-type: none">Coordinated a weekly after-school tutoring and mentoring program serving 30+ middle school students in underserved communities, fostering academic growth and mentorship connections.Developed and facilitated enrichment activities tailored to multiple learning styles and grade levels, resulting in a 20% improvement in homework completion rates.Monitored student attendance and academic progress; compiled data into monthly evaluation reports used to inform program improvements and secure continued funding from community partners.	

PERSONAL

- Traveled to Guinea, West Africa for Summer Missions Exposure - provided basic medical assistance.
- Active member of Journey Christian Fellowship and volunteer with Amigos de las Americas.
- Worked as Kaplan SAT teacher, leading 8-week prep courses for groups of 10–15 high school students.

SAMPLE RESUME: CREATIVE

ALEXANDRA “ALEX” LANE

(555) 555-5555 | alexlane@students.pitzer.edu
www.alexsaagehenwrites.com

EDUCATION

Pitzer College, Claremont, CA

Expected Graduation May 2025

Bachelor of Arts in Writing & Rhetoric, Minor in Media Studies

Relevant Coursework: Narrative Journalism, Digital Writing, Writing for Social Change, Intro to Creative Nonfiction

Awards: Writing Center Fellow, First Place – Claremont Student Literary Prize (2024)

WRITING & EDITORIAL EXPERIENCE

The Claremont Independent, *Editor & Contributor* – Claremont, CA

August 2023 – Present

- Write and edit longform feature articles on student activism, campus arts, and community issues; 6+ pieces published across print and digital platforms, with select articles promoted by school social media.
- Manage the editorial calendar and lead a team of 5 student writers, guiding story development, providing revision feedback, and ensuring on-time publication.
- Conduct interviews with guest speakers, artists, and event organizers; produce timely coverage and profiles reaching 1,000+ monthly readers across the Claremont Colleges.

Pitzer College Writing Center, *Writing Fellow* – Claremont, CA

October 2022 – May 2023

- Assisted 10+ students weekly with academic and creative writing projects, providing personalized guidance on structure, clarity, voice, and argument development.
- Led 3 interactive writing workshops focused on revision strategies, narrative flow, and writing confidence, attended by students across disciplines.

PROJECTS & PUBLICATIONS

“Rewritten” Personal Essay Series, *Creator & Author*

March 2023 – Present

- Self-published a monthly collection of essays exploring race, memory, and diasporic identity; gained over 300+ subscribers.
- Selected for Pitzer’s Digital Arts Showcase (2024) and featured in the Claremont Literary Newsletter.

“Soft Armor” – Fiction Manuscript in Progress

Ongoing

- Developing a short story collection examining coming-of-age themes in Asian American girlhood, mental health, and belonging.
- Excerpts workshopped in upper-division fiction classes and shared in campus literary events.

Claremont Zine Fest 2024, *Featured Contributor*

April 2024

- Published and distributed hand-bound poetry zine “Breakpoints,” centered on body, space, and urban life; printed in a run of 75 copies

ADDITIONAL EXPERIENCE

826LA, *Volunteer Writing Tutor* – Los Angeles, CA

June 2024 – August 2024

- Supported middle and high school students during summer writing workshops, focusing on personal storytelling and zine-making.
- Helped compile and edit final student anthology distributed to 100+ local families.

Pitzer Office of Communications, *Communications Intern* – Claremont, CA

January 2023 – May 2024

- Drafted student profiles, alumni spotlights, and event features tailored for Pitzer’s official website, newsletters, and social media.
- Collaborated with professional staff to align tone and style with college branding and editorial guidelines.
- Researched story leads, transcribed interviews, and supported biweekly content planning for digital and print publications.

SKILLS AND INTERESTS

Technical: WordPress, InDesign, Canva, Google Suite, Microsoft Office

Languages: English (native), French (conversational)

Editorial & Writing: Copyediting, AP Style, Interviewing, Creative Nonfiction, Op-Ed Writing

