

WRITING YOUR RESUME

A resume is a way to begin a relationship between you and a prospective employer. It is a summary of your skills, experience and qualifications used to demonstrate how you can meet an employer's needs. Contact the Career Center for assistance in perfecting your resume.

Essential Resume Components

Contact Information

Place this information at the top of the resume so employers can easily contact you. Include:

- Full name (as you want to be known professionally, consistent with your name on LinkedIn and other professional documents, in 16-18-point font)
- Address (you can include both current/school and permanent addresses if your address will change in the next year, or you can choose whichever address is more convenient for you to receive mail)
- Phone number (omit home telephone number unless you don't mind if someone other than you receives telephone calls from prospective employers)
- E-mail address (a non-Calvin e-mail address is advisable if you are graduating within the next year; make sure that your e-mail address is professionally appropriate)
- URL to online profile or website (if the profile/site is up-to-date and well maintained)

Education

Include the following information:

- Name and location (city, state) of school attended
- Degree (written out, not abbreviated; i.e., Bachelor of Arts in Music, not B.A.)
- Major(s) and Minor(s)
- Year of degree completion or expected month and year of graduation if you are currently a student
- GPA if 3.0 or above

Experience

Jobs, internships, class projects and volunteer work can all be included in this section. If you have multiple experiences you wish to list, but some are more closely related than others to the position you are seeking, consider creating two sections: **Related Experience** and **Other Experience**. Entries in each section should appear in reverse chronological order (most recent first).

Each experience should include:

- Your job title/role, name and location (city, state) of organization, and dates (month and year)
- List of skills and accomplishments gained on the job as well as ways you contributed
 - Use past tense action verbs to describe what you accomplished (e.g., organized, planned, supervised, etc.) or present tense action verbs for current experiences. Vary your choice of verbs rather than using the same word repeatedly. Refer to the "Resume Action Words" handout at www.calvin.edu/career for additional ideas.
 - Use professional sounding words (e.g., "Operated" rather than "Ran" cash register).
 - Focus on skills that are transferable to the job that you are seeking (e.g., if you worked in maintenance, you could write: "Completed tasks independently with minimal supervision," rather than stating the obvious like, "Cleaned floors"). Refer to the "Transferable Skills" handout at www.calvin.edu/career for more examples.

- Describe results that you achieved, not just your duties or responsibilities. Quantify them when appropriate (e.g., “Raised \$5,000 in financial support from alumni,” rather than, “Called alumni and asked for donations”).

Optional Resume Components

Objective or Profile

If using an objective or profile, include it at the top of your resume, underneath your contact information and above the Education section. Use few, well-chosen words to state the type of position that you seek and the unique knowledge, experience or skills that you bring to the position. An objective typically specifies the job title or career field you are seeking, while a profile is more descriptive of your background. Whether you use an objective or a profile, be sure to *focus on how you will meet an employer’s needs*, not how you will benefit from the experience.

Sample objective: To obtain an internship in the non-profit field where leadership and organizational skills will add value.

Sample profile: A results-driven and team-oriented business graduate with strong academic and internship performance ready to contribute to a dynamic marketing team. Computer skills include Adobe Photoshop and social media platforms.

Coursework

You may list the names of courses that are related to the type of position you are seeking, especially if seeking an internship. Include coursework as part of the Education section, or as its own section underneath the Education section. However, if space is limited, it is not necessary to list your coursework.

Co-Curricular Activities

Were you involved in student organizations? Leadership roles? Service-learning? Study abroad or off-campus programs? Many employers are impressed by these activities because it indicates enthusiasm and initiative. (Note: participation in off-campus programs can be listed in the Education section if you choose).

Skills

Include computer skills, foreign language abilities or any relevant skills not mentioned in other sections. This is not the place to include “soft skills” or personal attributes like “strong work ethic” or “leader.” A few soft skills can be incorporated into your Objective or Profile statement.

Awards and Honors

This section should not be a repeat of any other section. Include scholarships, Dean’s List or other honors achieved. If you only have one or two items to list, consider putting them in another section (e.g., Education).

References

References do not have to be included on a resume, unless specifically requested by an employer. Instead, create a separate document (with your name and contact information listed at the top exactly the way you have it on your resume). Ask supervisors or professors for permission to include them as references. Once you obtain permission, list the following for each reference: name, title, organization, e-mail address and phone.

Other Resume Hints

- Font should be Times New Roman, Arial or Calibri, size 10-12. Choose one font style and size and use it consistently throughout your resume. Only your name should be larger (16-18 point font).
- Your resume should ideally fit onto a single page (except teachers or later-career professionals).
- Put your most important information in the top 1/3 of your resume.
- Use consistent formatting throughout resume (e.g., put information in the same order in each entry).
- Include keywords that are used in your target industry or are listed on the job description.
- Use short phrases instead of complete sentences; **do not use “I” or other personal pronouns** and minimize the use of articles like “a,” “an,” or “the.”
- Convert your resume to a PDF when applying online or by e-mail to avoid formatting problems.
- Proofread – spelling, grammar and punctuation must be impeccable, and consistency is key. Meet with a career counselor for a resume critique.
- This handout includes several resume samples. To see additional samples or to get help developing your resume, create an account on Optimal Resume (<https://calvin.optimalresume.com>).

Ann Johnston

ajohnston@gmail.com
(585) 325-1748

CHRONOLOGICAL RESUME SAMPLE:

Internship

*for additional samples, visit
www.calvin.edu/career

Current Address

326 Bennink Hall
Grand Rapids, MI 49546

Permanent Address

1234 Windwood Ave.
Rochester, NY 14624

Objective To obtain an internship with an international non-profit organization where excellent communication, leadership, and organizational skills will be utilized.

Education **Calvin College** – Grand Rapids, MI
Bachelor of Arts in International Development Studies
Expected graduation date: May 2015
GPA: 3.6/4.0

Coursework

Theories of International Development	Regional Economies of the World
Community Development	Human Modifications of the Global Environment
Intercultural Communication	World Poverty and Economic Development
International Organizations and Law	Microsoft Excel

Experience **Resident Assistant**, Fall and Spring Semesters 2013 – 2014
Calvin College – Grand Rapids, MI

- Supervised 38 freshmen, sophomores, and juniors in on-campus residence hall
- Built strong community for students with team of five resident assistants
- Coordinated campus-wide women's retreat complete with plenary speakers
- Designed and implemented educational programs for residents

Independent Sales Contractor, May – August 2013
The Southwestern Company – Schenectady, NY

- Managed business selling over \$6,000 of educational materials door-to-door
- Communicated effectively with diverse audiences
- Worked independently 50-60 hours per week for 10 weeks

Worship Apprentice, September 2012 – May 2013
Calvin College – Grand Rapids, MI

- Coordinated daily chapel services for students
- Scheduled speakers and musicians for services
- Led practices for musicians

Admissions Assistant, January – May 2012
Calvin College – Grand Rapids, MI

- Developed excellent telephone etiquette through calling prospective students
- Led prospective students and their families on campus tours
- Housed prospective students so they could experience campus life

Activities Calvin College Gospel Choir Member, Fall 2011 - Present
Faith and International Development Conference Attendee, 2014
Social Justice Coalition Member, 2011 - 2012

Kelly L. Smith

950 Paris Ave SE
Grand Rapids, MI 49507
616.485.5555
klsmith@gmail.com

CHRONOLOGICAL RESUME SAMPLE:

Entry-Level

*for additional samples, visit
www.calvin.edu/career

PROFILE

Compassionate, dependable nursing graduate with significant hospital experience. Committed to providing excellent health care and advocating for the respect for patients. Team player with effective communication skills and positive attitude. Bilingual in Spanish and English.

EDUCATION

Calvin College, Grand Rapids, MI

- Bachelor of Science in Nursing, May 2013
- Spanish Minor
- GPA 3.43
- Belize: A Nursing Experience study abroad course, January 2012

Grand Rapids Community College, Grand Rapids, MI

- General Studies Courses, Fall 2009 – Spring 2010

CLINICAL ROTATIONS

- **Leadership:** St. Mary's Hospital, Grand Rapids, MI, Spring 2013
- **Community Health:** Baxter Neighborhood, Grand Rapids, MI, Fall 2011 and Spring 2013
- **Obstetrics:** Spectrum Health Butterworth Campus, Grand Rapids, MI, Fall 2012
- **Medical/Surgical:** Metro Health, Grand Rapids, MI, Spring 2012
- **Mental Health:** Pine Rest, Grand Rapids, MI, Fall 2011

EXPERIENCE

Hope Network Rehabilitation Services, Grand Rapids, MI

Independent Living Instructor, March 2010 – Present

- Provided physical, social and emotional care for 25 residents with brain injuries
- Encouraged independence among residents
- Assisted residents with activities of daily living

Metro Health Hospital, Grand Rapids, MI

Student Nurse Extern, Outpatient Surgery, May – August 2012

- Prepared patients for surgery by offering instruction and support
- Cared for patients post-surgery and provided hospital discharge instructions

Calvin College Service-Learning Center, Grand Rapids, MI

Spanish Service-Learning Coordinator, September 2011 – May 2012

- Served as liaison between community agencies, schools and Spanish department
- Planned and hosted agency meetings

ACTIVITIES

Calvin College, Grand Rapids, MI

Calvin Student Nursing Association Vice President, 2012 – 2013

- Coordinated series of four workshops for nursing and pre-nursing students
- Collaborated with nursing faculty to plan pinning ceremony for graduating students

Eastern Avenue Christian Reformed Church, Grand Rapids, MI

Youth Group Volunteer, 2010 – 2012

- Led large group games and activities for 20-25 high school students
- Facilitated weekly small group discussions

Joseph Garcia

300 Leaf Dr. NE
Grand Rapids, MI 49525
616.333.4444
jgarcia@gmail.com

CHRONOLOGICAL RESUME SAMPLE:

Internship with

Relevant and Other Experience

*for additional samples, visit
www.calvin.edu/career

EDUCATION

Calvin College, Grand Rapids, MI

Bachelor of Science in Public Accountancy with 150 credit hours

Additional major in German

- Graduation: December 2013
- GPA: 3.8
- Study abroad: University of Vienna, Austria, Fall 2012

RELEVANT EXPERIENCE

Volunteer Income Tax Assistance, Grand Rapids, MI

Tax Preparer, Spring 2011 and 2013

- Prepared tax returns for low income clients
- Increased knowledge of tax law and income tax filing
- Answered questions and advised clients on tax options

Mel Trotter Ministries, Grand Rapids, MI

Accounting/Finance Intern, June 2012 – January 2013

- Prepared bank reconciliations
- Assisted in preparation of tax forms
- Processed invoices and investigated missing and/or unidentified invoices and payments
- Managed payroll time sheet entry and created form letter for outstanding checks

OTHER EXPERIENCE

BMW, Regensburg, Germany

Production Technician, Summer 2011

- Improved cross-cultural communication in factory setting
- Refined German language skills

Valley City Environmental Services, Grand Rapids, MI

Electronics Recycling Technician, Summer 2009 and 2010

- Disassembled and recycled electronic equipment

Target, Grand Rapids, MI

General Merchandise Clerk, Summer 2008

- Provided excellent customer service
- Operated cash register, handling thousands of dollars of cash and credit card transactions accurately

SKILLS

Proficient in Microsoft Excel, Word, and PowerPoint; PeachTree, QuickBooks

Fluent in German

Tom VanDyke

360 Church Street
Whitinsville, MA 01588
tbv32@students.calvin.edu
(508) 123-4567

CHRONOLOGICAL RESUME

SAMPLE: Entry-Level

*for additional samples, visit
www.calvin.edu/career

EDUCATION

Calvin College, Grand Rapids, MI

Bachelor of Arts in Business, Marketing Concentration, December 2012

- Cumulative GPA: 3.2
- Alumni Association Scholarship
- Related Courses: Advanced Marketing, Finance, Organizational Behavior, Financial Accounting, Managerial Accounting

EXPERIENCE

Image Tours, Inc., Grand Rapids, MI

Web Marketing Intern (May 2011 – December 2012)

- Coordinated and managed company's social networking sites
- Updated and improved company websites and blogs weekly
- Developed and distributed newsletters to over 7,500 travel agencies and 10,000 consumers
- Created and circulated press releases

Northwestern Mutual, Grand Rapids, MI

Intern (January 2011 – May 2011)

- Increased client retention by 10% using portfolio review system
- Created portfolio performance reports for clients
- Compiled databases of prospective investment candidates and contacted the prospects

Red Robin, Millbury, MA

Server (Summers 2008 – 2010)

- Met customer needs in a fast-paced environment

PROJECT EXPERIENCE

Steelcase Wood, Grand Rapids, MI

Calvin College Advanced Marketing Class Project (Spring 2012)

- Researched and designed an office space based on collaboration behavior
- Delivered presentation to Steelcase executives

Wolverine Worldwide, Grand Rapids, MI

Calvin College Financial Principles Class Project (Fall 2011)

- Analyzed various stock repurchase scenarios with a team of three other students
- Developed recommendations and presented plans to CFO of Wolverine Worldwide

EXTRACURRICULAR INVOLVEMENT

Calvin College Business Forum Member (2010 – 2012)

Calvin College Intramurals Participant (2009 – 2012)