

RESUME GENERAL INFORMATION & TEMPLATE

Career Services Office • St. John's College Santa Fe • 505-984-6066 • careerservices@sjcsf.edu

The best resumes focus attention on a targeted job or skill area, whether or not this is ever explicitly stated. The resume should focus on things about you that are most relevant to the position for which you are applying. You should have your resume saved on a disk or computer so that you can change it if necessary in order to tailor it to the specific job.

Type up a rough draft of your resume on a computer so that you can update it easily. Once you have a rough draft, set up an appointment with one of the Career Services staff. We'll help to edit it, catch typos, etc. We'll also store your resume on our network so that you'll have access to an electronic version to work with later.

GENERAL GUIDELINES:

1. While resumes advertise their writer, they do so for different tasks and they appeal to different audiences. You may be applying for a customer service job at the same time you are applying for one in marketing. You may not have enough work experience to make a difference one way or the other. Regardless, don't be afraid to write job-specific resumes as well as general ones. As a rule, write the general resume first; then change or add as necessary. Below are two recommended resume format concepts:
 - Chronological: Highlights a good work history that relates to your target job. Should have no major time gaps and few employer changes within your work history.
 - Functional: Features skill areas grouped together according to their relationship to your targeted job.
2. *Education, Experience, and Additional Information (or Skills)* are the main categories for the data to include on your resume. List your accomplishments under each category in chronological order, the most recent first. List every job or experience which seems even remotely relevant; you can always edit out the excess later. Include volunteer experience under Experience, using the same format, but put "Volunteer" before the job title. All resumes should contain the following components:
 - Simple description of past jobs
 - A targeted job objective or work direction
 - Simple description of education, training, and relevant coursework
3. Always be consistent in your form. If you begin the first job description with a past tense active verb, begin all descriptions with past tense active verbs. (If you are currently employed, of course, your first entry will all be in present tense.) If you use bold fonts for one job title, use bold for them all. Your grammar should use **no first person**, noun article, or helping/being verb structures. A list of action verbs is included on the reverse. Use short, indented phrases rather than complete sentences. Use bulleted lists instead of long paragraphs. Spell out acronyms unless they are very well known. With many companies scanning resumes for keywords, be sure you use terms that are industry-specific for the type of job you are seeking: *service-oriented, team player, supervisory responsibilities, budget and payroll experience, Access, Spanish, etc.* Be sure to include the names of all computer programs with which you are comfortable. Even if that is not the primary focus of a job, computer competency is widely expected and knowledge of a particular program or operating system can give you an edge.
4. In general, for work experience, list the company (or institution name), location, and dates served first. Then list your title, than drop down a line and list your duties using a short paragraph or a bulleted list if the duties were many.
5. List your accomplishments under the entry for which it applies (scholarships under the school attended at the time, award under the position you held when you won the award). If an accomplishment was independent of an education or experience entry, list it under Additional Information.

6. Restaurant and labor-intensive jobs are often looked upon favorably by potential employers because they show that you know how to work hard. Do not be embarrassed to include them. You can lump these jobs under one heading and then list duties common to all of them. For example:

Restaurant Server

Celebrations, Ore House, El Farol, Santa Fe, NM

August 2000 to June 2002

Served food in luxury restaurants. Bussed tables, mixed drinks, reconciled receipts, set-up for catered parties, prepared daily special menus using Microsoft Word.

7. Instead of listing job descriptions simply in terms of duties performed, think of what projects you worked on, and describe them in simple terms. When you do list duties, start with the best ones. If you managed, supervised, organized, developed, or trained, say so. If you worked for a well-known company or served well-known clients, mention them.
8. Limit your resume to **one page**, unless you have extensive professional experience. Remember to tailor your resume to the specific job, leaving out those jobs or education information that is irrelevant to the particular position.
9. Never put anything on your resume that you cannot comfortably and openly discuss in an interview. *Do not include your social security number, birth date, marital status, religious affiliation, race, sexual orientation, physical handicap, or any other information that could be used to discriminate against you.*
10. It is imperative that your resume be visually coherent and not cluttered. Never sacrifice your overall presentation for the sake of cramming in excess information, in the hope that the extra adjective or previous job description will be the one that gets you the job.
11. Do not include "References available upon request." It is assumed that this is the case. However, if references are requested right off the bat, include them on a separate sheet with your name and address at the top, in the same format as the header on your resume. List three to four references, with their title, business, address, phone number, and e-mail address if available. Do not include mailing addresses or phone numbers for employers or schools in the body of your resume.

We strongly suggest that you use the resume resources available in the Career Services Office: *High Impact Resumes and Cover Letters*, *High Impact Resumes and Cover Letters*, *America's Top Resumes for America's Top Jobs*, *The Perfect Resume*, *Resumes for Education Careers*. There are also several online resources for resume writing, some of which are listed at the Career Services site (click to Careers). It helps to follow examples in these books, and the examples may help you to brainstorm for content. Most word processing software programs also have resume templates that will be helpful as you begin this process.

IMPRESSIVE ACTION VERBS:

achieve act administer advise allocate analyze approve assess assign attain audit balance calculate chair clarify classify coach collaborate compile compose conceive conceptualize conduct consolidate contribute convert coordinate counsel create decrease delegate demonstrate design develop devise diagnose direct document draft edit eliminate enable engineer enhance enlist ensure evaluate expand expedite facilitate finalize forecast found generate guide head identify improve increase initiate inspect install institute instruct integrate interview investigate introduce market maximize monitor motivate negotiate obtain orchestrate organize originate overhaul oversee plan prepare present prioritize produce project promote propose quantify recommend reconcile recruit reduce reorganize research resolve revitalize schedule screen select sell simplify spearhead specify start stimulate streamline strengthen supervise survey teach test train translate troubleshoot update upgrade verify write

School Address

1160 Camino Cruz Blanca
Santa Fe, NM 87505-4599
505-995-4040

FIRST M. LAST

cell phone
primary email

Permanent Address

street address
city, ST zip
xxx-xxx-xxxx

OBJECTIVE (Optional. Include this only if you have a strong objective.)

To obtain an entry-level research position at _____ that will consolidate my strong analytical abilities and comprehensive education with my passion for the sciences.

EDUCATION

St. John's College, Santa Fe, NM

BA in Liberal Arts, May 2003 [or to be completed, May 2003]

Mastered an interdisciplinary curriculum based on the "Great Books" of Western civilization. Analyzed source texts in the sciences and humanities. Wrote extensive essays and passed rigorous oral examinations. Presented and defended arguments in a seminar setting. Studied four years of philosophy, mathematics, and language, three years of laboratory sciences, and two years of music. Activities included: Editor of *The Moon*, officer of the Student Polity, member of the SJC Search and Rescue Team, played on soccer team, participated in Kant study group, member of the SJC Film Society, acted in *The Tempest*, took art classes. **[If you are still a student, this should all be present tense.]**

Ohio State University, Cincinnati, OH

Summer, _____. Studied, (or completed coursework in) _____.

Previous College or University, City, ST

Fall ____ to Spring _____. Studied _____, _____, and _____.
Member of _____, and _____.

High School, City, State (list this only if you are recently out of high school)

Graduated in June, _____. Studied Advanced Placement _____, _____, and _____.
Successfully completed Honors _____ and _____. Member of _____.

EXPERIENCE

Admissions Office Assistant

St. John's College, Santa Fe, NM, Month Year to Month Year

Led tours of college for prospective students and their parents. Acted as liaison between prospective students and Admissions Office Staff.

Alumni Office Assistant

St. John's College, Santa Fe, NM, Month Year to Month Year

Interviewed alumni in person and over the phone. Organized and facilitated on-campus alumni activities.

Food Service Employee

Aramark Food Service, Santa Fe, NM, Month Year to Month Year

Prepared and served meals to students. Assisted in catering special events for college administration and their guests. Acted as customer service liaison between corporation and students.

Job Title

Company Name, City, ST, Month Year to Month Year

List managerial/supervisory duties and interesting projects you performed there, starting with the most impressive first. Keep sentences short but detailed. Start each sentence with an active past-tense verb. Use action verbs. Repeat this entry for each job or volunteer experience you wish to include, but limit entire resume to no more than one page (two if you have years and years of experience).

ADDITIONAL INFORMATION

List languages, computer skills, and any other certification or relevant interests here.