

RESUME GUIDE

St. Mary's College of Maryland
CAREER DEVELOPMENT CENTER

WHAT IS A RESUME?

A resume is a marketing tool that concisely summarizes your background, listing education, experience, accomplishments, and credentials. A strong resume will draw clear parallels between your skills and an employer's need, and will be one of the most valuable tools for securing an interview.

BASIC TIPS & GUIDELINES

- Typically 1-2 pages in length
- Use 10-12 point font with margin no smaller than .5"
- Use a basic font such as Times New Roman, Arial, or Calibri
- Highlight major points in bold, italics, underlines, or by capitalizing
- Your resume should be easy to read and concise with consistent formatting
- Avoid using resume templates
- Proofread for spelling and grammatical errors; DO NOT rely on spell check
- Do not include the phrase "References Available Upon Request"
- Avoid using personal pronouns such as "I" or "my"
- Expand upon experiences that are related to your goals
- Use reverse chronological order (current/most recent listed first)
- Use specific bulleted statements beginning with action verbs to describe experiences and accomplishments
- Customize and tailor your resume to each position
- Do not include information about personal interests unless it is unique or requested by the employer
- Consider starting a master resume that includes all experiences, projects, research etc. and concisely format one page of the most relevant information for each opportunity.

STEPS OF RESUME DEVELOPMENT

01 | Assess Your Skills

Develop an inventory of your accomplishments. This can include education/training, volunteer experiences, jobs, internships, relevant coursework, on campus involvement, research experience, etc.



02 | Analyze the Job Description

Read job descriptions carefully and highlight all of the keywords which indicate required and preferred skills and qualifications. Integrate those keywords into your resume.

03 | Identify Relevant Skill Areas

Frame your experience so it focuses on the skills and achievements that are desirable for the position you are applying to. If the employer is looking for leadership skills, highlight those skills using strong action verbs that describe your leadership experience.



04 | Write Descriptive Bullet Statements

Write concise bullet statements to describe experiences that demonstrate your skill areas. Pick an action verb that matches the skill you are trying to market. Avoid using phrases such as "Responsible for" or "Responsibilities included". Focus on what you do, how you do it, and why you do it in order to provide proof of your skills.

05 | Choose Your Formatting

There are several ways you can format your resume. However you choose to format the resume, make sure you are consistent throughout. Avoid using resume templates as they often include text boxes that are difficult to edit and will often cut off important information. Consider starting a master resume that includes all of your experiences and using that to create 1-2 page resumes for future opportunities.



COMPONENTS OF A RESUME

Component	Basics	Comments
Personal Information	<p><i>Name:</i> Use 14-16 point font at the top of the page <i>Address:</i> Include at least city, state <i>Phone:</i> Provide a number where you can be most easily reached. <i>Email:</i> Use your SMCM email or consider creating new, professional email for job search purposes <i>Links :</i> <i>Online portfolio or LinkedIn</i> (if relevant)</p>	<p>Use the most applicable address for the position. If you are applying for a position in the St. Mary's area, it would likely be appropriate to use your campus address. Do not include multiple addresses, email addresses, or phone numbers.</p> <p>Make sure your voicemail message, email, and website content are professional.</p>
Education	<p>Required: <i>Institution Name and location</i> <i>Degree(s):</i> Use the full degree title including any concentrations and/or minors <i>Expected Graduation Date:</i> include month and year Optional: <i>Study Abroad:</i> Formatted similarly to other education experiences – include university name, location, and dates <i>High School:</i> remove after your sophomore year of college, unless it is particularly noteworthy <i>GPA:</i> if above a 3.0 <i>Relevant Coursework:</i> Include 2-3 of the most relevant course titles <i>Honors/Awards:</i> this can include Dean's list, Academic/Merit based scholarships, and/or Honor Societies</p>	<p>If you have attended more than one school, list the most recent first.</p> <p>If during your study abroad experience you participated in any unique opportunities or coursework, you may list them as bullet points here.</p> <p>When considering using your GPA, keep in mind that you can use either your major or cumulative GPA.</p>
Experience	<p>As a student or recent graduate, employers understand that your most valuable and relevant experiences may occur within internships, volunteer work, relevant course projects, or extracurricular activities.</p> <p>For each experience, including the following information: <i>Job/Course Title</i> <i>Dates of Involvement (month, year – month, year)</i> <i>Employing Organization</i> <i>Location (city, state)</i> <i>Description of Your Responsibilities and Accomplishments</i></p>	<p>When describing your job duties, use specific bullet points that highlight your skills and your accomplishments. Use the following formula to create a bullet point:</p> <p>Action verb + what you do + how/why you do it</p> <p>Use the correct verb tense (present tense for current positions, and past tense for previous positions). Avoid using "Responsible for..."</p>

Optional components – use these if they are relevant to your background and/or your targeted employer:

- Campus Involvements
- Volunteer Experience
- Honors, Awards, & Achievements
- Research & Publications
- Skills & Certifications

ACTION VERBS

Begin each statement with an action verb. This list is intended to help generate ideas when formulating bullet statements.

Management/ Leadership Skills

administered
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
eliminated
enhanced
enforced
established
evaluated
executed
generated
headed
hired
improved
incorporated
increased
inspected
instituted
managed
motivated
organized
oversaw
planned
presided
prioritized
produced
recommended
reorganized
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
advertised
arranged
collaborated
communicated
composed
condensed

contacted
convinced
corresponded
defined
directed
drafted
edited
elicited
explained
expressed
formulated
influenced
interpreted
interviewed
judged
lectured
marketed
mediated
moderated
negotiated
observed
participated
persuaded
presented
promoted
publicized
reconciled
recruited
referred
reported
resolved
responded
spoke
suggested
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
determined
examined
extracted
formulated
gathered
evaluated

identified
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
solved
summarized
surveyed
systematized
tested

Technical Skills

applied
assembled
built
calculated
conserved
constructed
designed
determined
developed
installed
maintained
operated
programmed
resolved
specialized
upgraded

Teaching Skills

adapted
advised
arranged
clarified
communicated
conducted
coordinated
critiqued
developed
enabled
evaluated
explained
facilitated
guided
individualized

instructed
motivated
set goals
stimulated
taught
trained
transmitted
tutored

Creative Skills

acted
composed
conceptualized
created
designed
directed
displayed
drew
entertained
fashioned
formulated
founded
illustrated
introduced
invented
modeled
originated
performed
photographed
planned
revised
shaped

Helping Skills

advocated
aided
answered
assisted
cared for
clarified
counseled
educated
encouraged
facilitated
familiarized
furthered
helped
influenced
insured

mentored
provided
referred
rehabilitated
resolved
simplified
supplied
supported
volunteered

Organizational Skills

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
filed
generated
implemented
inspected
maintained
monitored
operated
organized
prepared
processed
provided
recorded
reviewed
scheduled
sorted
submitted
standardized
systemized
updated
validated
verified

Financial Skills

analyzed
appraised
audited
balanced
budgeted

calculated
computed
developed
estimated
forecasted
managed
marketed
planned
projected
reconciled
reduced
researched

More Verbs...

achieved
completed
contributed
effected
electrified
expanded
improved
navigated
negotiated
pioneered
perfected
promoted
quoted
reduced
resolved
sparked
spearheaded
spoke
succeeded
supervised
surpassed
transferred
unified

COMMON MISTAKES

ANDREW MARONEY

1010 Hagler Drive | Leonardtown, MD 20650 | 410-555-8774 | akmaroney@smcm.edu

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OBJECTIVE: My objective is to get a job in the Political Science field using the knowledge I learned in my courses.

EDUCATION:

Saint Mary's College of Maryland 2 August 2013 – Present 3

Major: Political Science, Minor: Educational Studies 4 5

- Current GPA: 3.38
- Honors/Awards: SMCM Athletics 3.0 Club (Fall 2012), ODK (Fall 2012), Dean's list (all semesters)
- Relevant Coursework: Introduction to Politics, Scope and Methods of Political Science, American Politics, Comparative Politics, Introduction to Democratic Political Thought, International Politics, Public Policy 6

Università degli Studi Roma Tre (Semester Abroad) (Spring 2015) 7

EXPERIENCE

Student Intern, St. Mary's County State's Attorney's Office Leonardtown, MD Fall 2015-Present

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- Make copies and scan documents
- Research cases
- Write memos
- Work with office staff

President, Student Athlete Advisory Committee St. Mary's College of Maryland Fall 2013-Present

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- Brainstormed and implemented community service activities, and drafted summary notes during regular meetings with team representatives, coaches, trainers, and Athletic Director
- Assisted in running annual Halloween activities for local community members and their families
- Developed and organized first annual SMCM Special Olympics Field Day for local athletes with disabilities
- Planned first student-led Athletics Awards Banquet at St. Mary's College of Maryland

Teaching Assistant, Introduction to Political Science St. Mary's College of Maryland Fall 2013-Spring 2014

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- I was responsible for setting up and designing student experiments, grading assignments, and proctoring exams
- I scheduled weekly meetings with professors to discuss/modify laboratory teaching methods and coursework
- I worked with the professor to prepare chemical reagents, laboratory supplies, and pre-laboratory assignments
- I aided students in conducting chemical characterization, purification, and synthesis experiments

1. Objectives are optional and should only be included if you are handing out your resume, but not directly applying to a position. If you do include an objective, keep it brief and concise and include information about the types of positions you are seeking, what industry you wish to work in, and what key skills and knowledge you can bring to that position.
2. Correct the institution name. This should be "St. Mary's" instead.
3. Include your expected graduation month and year.
4. Fully spell out your degree title.
5. Avoid ambiguous abbreviations.
6. When describing relevant coursework, only list the top 2-3 most relevant courses to the position you are applying to.
7. Avoid inconsistent formatting. Notice that above, dates are in parentheses next to the school's name, but here, dates are pulled out to the right.
8. Describe your skills focusing more on the results and accomplishments of your work – include what you do, how you do it, and why you do it when appropriate.
9. Use the correct verb tenses. Present tense for current positions and past tense for previous positions.
10. Avoid 1st person. Start bullet points with strong action verbs that describe your skill.

SAMPLE CHRONOLOGICAL RESUME

ANDREW MARONEY

Leonardtown, MD | 410-555-8774 | akmaroney@smcm.edu

EDUCATION

Bachelor of Arts in Political Science

Anticipated May 2017

St. Mary's College of Maryland (SMCM), St. Mary's City, Maryland

Current GPA: 3.38

- Honors/Awards: SMCM Athletics 3.0 Club (Fall 2012), Omicron Delta Kappa Leadership Honor Society (Fall 2012), Dean's list (all semesters)
- Relevant Coursework: Comparative Politics, International Politics, International Peace and Conflict

Senior Thesis: "Back from Siberia: Explaining Ethnic Minorities' Relations with the State after Stalin's Deportations"

Università degli Studi Roma Tre (Semester Abroad)

Spring 2015

- Relevant Coursework: International Political Economy, International Relations, US Foreign Relations

RELEVANT EXPERIENCE

Student Intern, St. Mary's County State's Attorney's Office

Fall 2015-Present

St. Mary's City, MD

- Assist in case preparation through conducting legal research, preparing bench memoranda, and drafting judicial opinions on a variety of civil and criminal cases.
- Attend and observe depositions, pre-file conferences, pre-trial hearings, and trials, in order to gain a better understanding of the judicial system

Teaching Assistant, Introduction to Political Science: SMCM Department of Political Science

Spring 2014

St. Mary's City, MD

- Met individually with students during office hours to provide clarification on grades, assignments, and material covered in class
- Provided test review sessions, covering topics including political systems and governance, democratic principles and institutions, as well as the sources of conflict and cooperation in domestic and international affairs.
- Assisted the professor with grading assignments and proctoring exams
- Scheduled weekly meetings with the professor discuss and modify teaching methods and coursework

Job Shadow, Frederick County Council

Fall 2013

Frederick, MD

- Observed the daily tasks of a county council member including drafting new legislation, attending council meetings, and contacting community members to gain a better understanding of the field
- Learned about the importance of the county council initiatives in areas such as improving educational resources, advocacy for underrepresented populations, as well as increasing employment rates

LEADERSHIP EXPERIENCE

President, SMCM Student Athlete Advisory Committee

Fall 2014-Present

- Brainstorm and implement community service activities, and draft summary notes during regular meetings with team representatives, coaches, trainers, and Athletic Director
- Assist in running annual Halloween activities for local community members and their families
- Develop and organized first annual SMCM Special Olympics Field Day for local athletes with disabilities
- Plan first student-led Athletics Awards Banquet at St. Mary's College of Maryland

Orientation Leader, SMCM Student Activities

Fall 2014-Present

- Welcomed incoming first year students during their first week at SMCM, familiarizing students with the campus layout and life, as well as helping them to make connections with their peers
- Mentor new students throughout their first year at SMCM, answering and addressing questions and concerns, in order to ease their transition into college life.

CAMPUS INVOLVEMENTS

Student Athlete, Varsity Lacrosse

Spring 2013-Present

Member, Habitat for Humanity

Spring 2013

SAMPLE CHRONOLOGICAL RESUME

Gabriela Mendes

Riverdale, MD • 410.555.3509 • gkmendes@smcm.edu • www.linkedin.com/GMendes

Education

Bachelor of Arts in Theatre, Film, and Media Studies; Asian Studies (*May 2014*)

Minor in Studio Art

St. Mary's College of Maryland (SMCM), St. Mary's City, MD

International Study Tour: Asia Connections (*August–December 2012*)

- Semester long study tour through Vietnam, Thailand, and the Yunnan province of China; gained awareness of the varying countries' cultures, literatures, languages, and histories

Relevant Course Projects

Documentary Practices (*Spring 2014*)

- Studied issues arising from documentary depictions including topics such as live performance, ethnographic filmmaking, and reality TV, to develop a critical understanding about the real and the represented

Digital and Time Based Media (*Fall 2013*)

- Explored the differences between a variety of methods and forms including web media, digital video, and performance art
- Collaborated with a team to create a short video, editing both video and sound, as well as compositing the video to later be presented to the class

Idea into Performance (*Spring 2012*)

- Studied the creation of performance based work, translating ideas into deliberate artistic choices
- Collaborated with a group, switching between the roles of writer, director, actor, technician, and audience, in order to gain a better understanding of each role and its contribution to the performance

Related Experience

The Dove Yearbook: SMCM

Senior Editor (*August 2013–Present*)

- Supervise staff of 5 by overseeing production, publication, layout, typesetting, and deadlines
- Guide advertising manager in marketing the yearbook to students, parents, and sponsors
- Collaborate with The Point News photographers to gather relevant photos

Art & Art History Departments: SMCM

Teaching Assistant (*August 2013–December 2013*)

- Led demonstrations of Adobe Suite for classes of 10-20 undergraduate students
- Held a 5-hour weekly open studio session for students to troubleshoot Adobe software issues
- Collected, organized, and archived student art work; showcased student work on campus

Additional Experience

DeSousa Brent Scholars Program: SMCM

Program Coordinator (*May 2013–Present*)

- Plan Summer Orientation activities for a group of 25 first year students
- Provide mentorship to students through frequent meetings, outings, and email correspondence
- Moderate several panel discussions for first year students

Student Fellow (*June 2011–May 2013*)

- Acted as a mentor for students in the First Year Seminar course
- Planned and executed educational, cultural, and social events for scholar students

Volunteer Experience

Southern Maryland Publishing, **Job Shadow** (*January 2015*)

Relay for Life, **Volunteer** (*April 2015*)

SAMPLE CHRONOLOGICAL RESUME

Justin Banks

Baltimore, MD | (410) 555-6291 | jbanks@gmail.com

EDUCATION

Bachelor of Arts in Biology with a minor in Environmental Studies

St. Mary's College of Maryland (SMCM)

Expected: May 2018

St. Mary's City, MD

- Major GPA: 3.84; Cumulative GPA: 3.23

RESEARCH EXPERIENCE

Senior Thesis

Spring 2018

"Comparison of Substrates for St. Mary's River Oyster Reef Restoration"

- Designed and completed an independent research project examining plastic's impact on oyster survival rate
- Presented results at a formal research symposium

Field Ecology Intern

Summer 2016

Smithsonian Environmental Research Center

Edgewater, MD

- Conducted field and laboratory research examining the effects of both human activities and natural viability in climate and water quality on fish, oysters, and jellyfish in the Chesapeake Bay
- Raised oysters in the lab and planted them at various sites around the Chesapeake Bay to test how they will respond to natural conditions
- Supported the daily operations of the lab including taking measurements with oxygen and pH sensors, maintaining oyster feeding schedules, and troubleshooting problems with system components

INTERNATIONAL EXPERIENCE

Marine Conservation Volunteer

Summer 2017

Frontier

Belize City, Belize

- Collected baseline biodiversity data on fish and invertebrate species to meet national and international protocol
- Assisted in conducting vegetation surveys on mangrove species and integrated data into a technical report
- Educated local children on the effects humans can have on the coral reef and ways in which they can positively impact the environment
- Received PADI diving certification

VOLUNTEER EXPERIENCE

Student Volunteer

Fall 2015 – Present

Chancellor's Point Project at Historic St. Mary's City

St. Mary's City, MD

- Organize 10 volunteers during a weekend restoration event at the nature center at Chancellor's Point
- Preserve and demarcate trails by clearing overgrown brush and lining paths with natural materials
- Serve as a liaison between St. Mary's College of Maryland and Historic St. Mary's City
- Help develop tree nursery where native tree species can be grown for distribution to local groups

Volunteer

Fall 2014

Habitat for Humanity

St. Mary's City, MD

- Assist in basic construction including building house structures, laying concrete, and putting up sheet rock, to benefit low-income families in St. Mary's County

Lesson Coordinator

Spring 2014 – Present

St. Mary's River Project

St. Mary's City, MD

- Lead and write lessons on environment conservation for local elementary school students
- Coordinate with elementary schools to organize teaching and volunteer schedules

ACHIEVEMENTS

St. Mary's Scholar

Spring 2016

Beta Beta Beta Biological Honors Society

Fall 2016

Dean's List

All Semesters

SAMPLE CURRICULUM VITA (CV)

CASEY SIMMONS

240-555-2484, cjsimons@smcm.edu
St. Mary's City, Maryland

More detailed,
comprehensive work
history than a resume

EDUCATION

Bachelor of Arts in Psychology, Minor in Educational Studies
St. Mary's College of Maryland (SMCM), St. Mary's City, MD
Semester Abroad in Alba, Italy (Fall 2011)

Anticipated May 2013
Cumulative GPA 3.34

TEACHING EXPERIENCE

Typically used when applying for a
position in academia or research,
fellowships, and grants

Afterschool Program Volunteer
St. Mary's County Public Schools

Fall 2014 - Present

- Assisted students from all grades with homework completion and self-selected reading
- Coordinated 3-week relaxation unit (2 afternoons per week) in which participants were taught basic yoga poses and progressive relaxation techniques
- Received outstanding evaluation and an invitation from the direction to return to the program the following year

First Year Seminar Peer Mentor

Fall 2014

St. Mary's College of Maryland

- Invited by faculty member to assist with instruction of First Year Seminar on Children's Literature
- Responded to weekly reflective journal entries with feedback on student writing
- Led class discussion one per month and arranged for guest speakers

RESEARCH EXPERIENCE

Emphasizes academic experiences including
Teaching and Research Experience

Senior Research Project

Fall 2013 - Present

- Conduct a comprehensive independent senior project examining the prevalence of eating disorders and patterns of counseling center usage on the campus of St. Mary's College of Maryland
- Complete a 35 page review of relevant literature in preparation for data collection
- Submitted a formal proposal to the College's Institutional Review Board to obtain approval for the study

Research Assistantship

Spring - Summer 2013

- Assisted faculty with a research project on the impact of parenting style on family dynamics in counseling settings
- Recruited more than 40 families to participate in the research, including traditionally underrepresented groups and those with low socioeconomic status
- Transcribed and coded counseling sessions, assisted with data analysis, and contributed to a professional manuscript submitted for publication

Psychotherapy and Counseling with Lab

Spring 2013

- Created a questionnaire, analyzed data, and composed a lab report on the influence of support networks on individuals' willingness to seek professional help
- Participated in, transcribed, and coded a mock therapy session
- Utilized data to analyze verbal response modes and my style as a helper
- Conducted a follow-up 25-minute role-play helping session and reviewed recorded session with "client" to determine her perception of helpfulness and the impact of therapist self-talk
- Analyzed findings to determine most effective elements of the helping sessions

Developmental Psychology with Lab

Fall 2012

- Explored the influence of gender and age on social participation through observation of preschool-aged children during play
- Compiled data and reported findings in a 15-page lab report
- Completed an independent correlational study on the influence of pubertal timing on body image and self-esteem in college females
- Led class discussion on assigned topic (memory development) and gave two class presentations

SAMPLE CURRICULUM VITA (CV) - CONTINUED

Casey Simmons, 2 of 2

Multi-page document
with no page limit

OTHER PROFESSIONAL EXPERIENCE

Mental Health Technician

Seasonal, 2012 - Present

Palmer Psychiatric Pavilion

- Conduct direct care, observation, and communication with child, adult, and geriatric patients
- Assist patients with activities of daily living and perform assessment vital signs and Accuchecks
- Facilitate patient community groups and document participation in group activities

Assistant Coach/Camp Counselor

Seasonal, 2012 - 2014

Meadow Lake Summer Camp/Harborview Sports Camp

- Supervised and supported basketball players living in college residence halls
- Assisted coaches with planning and implementing daily practice sessions
- Planned recreational activities and monitored participating campers ranging in age from seven to thirteen

LEADERSHIP EXPERIENCE

Vice President/Treasurer, Student Athlete Advisory Board

Fall 2011 - Present

- Assist in organizing community-service activities for campus athletes
- Report to the Board on progress of the basketball program, including needs and updates
- Coordinate conference-wide community service activities
- Plan meetings and coordinate discussion on issues within college athletics

Captain, St. Mary's College of Maryland Basketball Team

Fall 2011 - Present

- Coordinate with coach and other professional staff to organize team events and off-season training
- Account for the team's academic and athletic endeavors and serve as a mentor for new recruits
- Received Most Valuable Player (Fall 2013) and was named All American First Team ranking during the 2012-2014 seasons

PUBLICATIONS & PRESENTATIONS

Simmons, J. M. (2013, April). *The Relation between Eating Disorders and Counseling Center Usage*. Poster accepted for presentation at the annual meeting of the Eastern Psychological Association, Washington, DC.

Tallent, K. A., Simmons, J. M., & Bauer, P. J. (2013). *The impact of parenting style on family dynamics in counseling settings*. Manuscript submitted for publication to Journal of Counseling Psychology.

PROFESSIONAL AFFILIATIONS

American Psychological Association, Student Member

National Education Association, Student Member

Includes sections such as
Publications & Presentations,
Teaching Experience, Professional
Affiliations, Grants

HONORS, AWARDS, & GRANTS

- Psi Chi Summer Research Grant (Spring 2014)
- Chi Alpha Sigma, The National College Athlete Honor Society (2014)
- Psi Chi (Spring 2012)
- Dean's List (Spring 2012-Spring 2013)

SAMPLE CHRONOLOGICAL RESUME

ANDREW MARONEY

Leonardtown, MD | 410-555-8774 | akmaroney@smcm.edu

REFERENCES

Regina Faden Ph.D.

Executive Director
Historic St. Mary's City
P. O. Box 39
St. Mary's City, MD 20686
240-895-1111
rmfaden@smcm.edu

Bob Paul Ph.D.

Professor of Biology
St. Mary's College of Maryland
18952 East Fisher Road
St. Mary's City, MD 20686
240-895-2222
rwpaul@smcm.edu

Lois Riden

Coordinator of Environmental Testing
Anne Arundel County Department of Environmental Health
3 Harry S. Truman Parkway
Annapolis, MD 21401
555-678-3333
lriden@aac.gov

General Guidelines

- Do NOT list "References Available Upon Request" on your resume, include a reference list instead
- List at least 3 professional references (always defer to the application instructions)
- Ask each person if they are willing to act as a positive reference for you
- Keep your references informed
 - Let your references know you are applying for positions and they may be contacted
 - Send an updated copy of your resume to your references when applying to new jobs
 - Update your reference list if you have not been in touch with someone in a prolonged period of time