

MAT 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 the 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 RESUME

ANDREW MARONEY

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

EDUCATION

Masters of Arts in Teaching: Secondary Education, Social Studies

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

Anticipated June 2018

Current GPA: 4.0

Bachelor of Arts in English; Minor in Educational Studies

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

May 2017

GPA: 3.5, Cum Laude

Università degli Studi Roma Tre (Semester Abroad)

Spring 2015

TEACHING EXPERIENCE

Student Teacher Intern

Margaret Brent Middle School, Morganza, MD

November 2017—Present

- Created and delivered differentiated units and daily lessons for six diverse 8th grade United States history classes
- Implemented co-teaching model with mentor teacher and special education teachers to address students' Individualized Education Plans
- Evaluated data gathered at the classroom level to guide instruction and encourage student ownership of their learning
- Designed an independent research project to contribute to the goals of the school's improvement plan to develop students' skills in reading and writing

Chopticon High School, Morganza, MD

August 2017—October 2017

- Collaborated, designed, and implemented differentiated daily lesson plans to appeal to a variety of learning styles and interests in one certificate of merit 9th grade United States history class and two Contemporary Issues elective class
- Designed and executed a collaborative action-research project to improve student engagement within the classroom

Education Field Experience

St. Mary's County Public Schools, St. Mary's County, MD

Fall 2016

- Volunteered in elementary and middle schools to provide individual and small group instruction in reading and social studies
- Reflected on experiences in order to develop skills as an education professional and identify key issues facing the educational system

RESEARCH & PRESENTATIONS

Masters Research Project

Fall 2017

- Designed an educational research project to contribute in helping establish relevance in the social studies classroom through local history and student historical investigations

Senior Thesis

Spring 2017

- Designed, completed, and presented an independent historical research thesis centered on St. Mary's County, MD local history

EMPLOYMENT EXPERIENCE

Alumni Relations Coordinator

Spring 2016

SMCM Office of Alumni Relations

- Assisted in coordinating and executing large alumni events of over 1,000 guests, including the annual Alumni Weekend
- Aided in managing 20–100 volunteers for alumni events

COLLEGIATE LEADERSHIP & ACTIVITIES

Student Ambassador, SMCM Office of Admissions

Spring 2016—Spring 2017

Orientation Leader, SMCM Office of Student Activities

Fall 2016—Spring 2017

Programs Board Chair, SMCM Student Government Association

Spring 2015

Student Athlete, SMCM Crew Team

Fall 2013—Spring 2017

SAMPLE RESUME

Gabriela Mendes

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

EDUCATION

Master of Arts in Teaching

Anticipated June 2016

Secondary Education, Social Studies
St. Mary's College of Maryland, St. Mary's City, MD

Bachelor of Arts in History

May 2015

Minor in Education Studies
St. Mary's College of Maryland, St. Mary's City, MD

Magna Cum Laude

TEACHING INTERN PLACEMENTS

Leonardtwn High School, Leonardtown, MD

Nov. 2011 - May 2013

- Developed and taught English lessons for six periods of twelfth graders.
- Implemented an outdoor service experience with Maryland Environmental Literacy Standards

Spring Ridge Middle School, Lexington Park, MD

Aug. 2012 - Oct. 2013

- Differentiated instruction through attention to IEP/504 and student needs.
- Taught and planned lessons for three block periods of eighth grade students.

FIELD PLACEMENTS

Spring Ridge Middle School, Lexington Park, MD

- **FLOW Mentoring:** mentored at-risk middle school students through leadership program. Jan. - May 2014
- **Reading Tutor:** Supported struggling sixth graders with literacy instruction. Jan. - May 2014
- **Exceptionality Assistant:** worked with a variety of IEP/504 students in sixth grade. May 2014

PROFESSIONAL EXPERIENCE

Camp Director, Mountain Summer Camp, Charlottesville, VA

May - Aug. 2013

- Directly Responsible for all camp happenings during operations, as well as off-season preparation.
- Oversaw a \$50,000 budget to hire summer camp staff and procure supplies

Chancellor's Point Student Fellow, Historic St. Mary's City, St. Mary's, MD

2010 - 2012

- Orchestrated the continued use/development of sixty-six acre property on the St. Mary's River with the goal of becoming an outing location and education center for students/community.
- Developed a Cultural Landscape Report with a long-term development and maintenance plan.
- Chaired monthly committee meetings with professionals from Historic St. Mary's City.

ACHIEVEMENTS

- St. Mary's College of MD Windsurfing Club Member 2008 - Present
- Dean's List Fall 2007, Fall 2008, Spring 2010, Fall 2010

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

Masters of Arts in Teaching, Elementary English
Endorsement in Special Education
St. Mary's College of Maryland, (SMCM) St. Mary's City, MD

Anticipated June 2016
Cumulative GPA: 4.0

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

Bachelor of Arts in Psychology
Minors in Educational Studies
St. Mary's College of Maryland, (SMCM) St. Mary's City, MD

May 2015
Cumulative GPA: 3.72
Magna Cum Laude

TEACHING EXPERIENCE

Teacher Intern, Patterson Park Public Charter School
Baltimore City, MD

Anticipated March 2013-May 2013

- Intend to combine knowledge gained from Graduate coursework, pedagogy, and philosophies developed in Secondary Internship placements to urban setting.

Teacher Intern, Spring Ridge Middle School
Lexington Park, MD

November 2012-March 2013

- Worked in two on-level 8th grade English Language Arts classes and one Honors 8th grade English Language Arts class focused on reading and literacy.
- Participated and assisted with after school activities in Language Artist and Discovery Imagination.
- Planned and taught curriculum that was pre-designed for several English classes by using existing text.

Teacher Intern, Leonardtown High School
Leonardtown, MD

August 2012-October 2012

- Worked in three Standard 9th grade English classes and three 10th grade Honors classes.
- Participated in meetings and Professional Development experiences.
- Co-planned and co-taught lessons.

Emphasizes academic experiences including
Teaching and Research Experience

RESEARCH EXPERIENCE (SMCM)

Senior Research Project

Fall 2012

- Conducted 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.
- Completed a 30 to 40-page review of the 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 2012

- Researched project on the impact of parenting style on family dynamics in counseling settings.
- Recruited and scheduled more than 40 participating families within 3 months, including 16 from traditionally underrepresented groups and 7 of low socioeconomic status.
- Led class discussion on assigned topic (memory development) and gave two class presentations

Developmental Psychology with Lab

Fall 2011

- Explored the influence of gender and age on social participation through observation of preschool-aged children's free 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; analyzed data and reported findings in a 20-page lab report.
- 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

Assistant Coach/Camp Counselor

Summers, 2010-2011

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.

Mental Health Intern

Seasonal, 2009- 2010

Palmer Psychiatric Pavilion

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

LEADERSHIP EXPERIENCE (SMCM)

Treasurer, Student Athlete Advisory Board

Fall 2012-Spring 2013

- Assisted in organizing community-service activities for campus athletes.
- Reported to the Board on progress of the basketball program, including needs and updates.

Vice President, CAC (Capital Athlete Conference) Advisory Board

Fall 2012-Spring 2013

- Coordinated conference-wide community service activities.
- Planned meetings and coordinate discussion on issues within college athletics.

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

2008-2012

- Coordinated with coach and other professional staff to organize team events and off-season training.
- Accounted for the team's academic and athletic endeavors and serve as a mentor for new recruits.

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.

HONORS & AWARDS

- Chi Alpha Sigma, The National College Athlete Honor Society Fall 2012
- Team Most Valuable Player Fall 2012
- Dean's List Spring 2010-Spring 2012
- National Basketball Coaches Association (NBCA) All-Academic Team Fall 2010-Spring 2011

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

SAMPLE REFERENCES

ANDREW MARONEY

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

REFERENCES

Regina Faden Ph.D.

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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
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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