

RESUME OUTLINE

WHAT IS THE PURPOSE?

The purpose of a resume is to secure an interview by highlighting your skills and experiences. Make sure to keep it short and concise, since most employers only spend 6-10 seconds looking at a resume. An effective resume should be visually appealing and show a good fit between your talents and the employers' needs.

WHAT DOES IT INCLUDE?

CONTACT INFORMATION

- Name
- Address
- Phone
- Email

Include contact information (with professional email address and voicemail message) where employers can reach you most easily. Only list one phone and one email. Contact info should be displayed prominently to stand out.

SUMMARY OF SKILLS (OPTIONAL):

- 5-6 items that set you apart from other candidates, including skills, knowledge, and ability.
- Write in short phrases. Each item should relate to the position you hope to gain.

EDUCATION:

- Name of institution (e.g., Goucher College)
- Location (City/State – e.g., Baltimore, MD)
- Degree (Spell out – e.g., Bachelor of Arts)
- Major (Use official name of your major). Leave off if undecided. Add it once you've declared.
- Minor/Concentration, if applicable.
- Graduation month and year (e.g. May 20xx)

ADDITIONAL EDUCATION-RELATED INFORMATION:

- Overall GPA or major GPA (if 3.0 or better)
- Related coursework (only those related to the targeted position)
- Academic honors, scholarships, and awards received (could also be a separate section)

STUDY ABROAD EXPERIENCE:

- Put under education like another academic institution
- Name of institution (e.g., Roehampton University)
- Location (City/Country – e.g., London, England)
- Dates or semester attended
- One or two concise statements about your accomplishments, projects, or coursework taken while abroad

EXPERIENCE:

- Name of the organization or company
- Job title (it is ok to say “intern” or “volunteer”)
- Location (City/State)
- Dates of involvement (month or semester and year)
- Concise statements about your accomplishments and responsibilities in that position. A bulleted list makes the resume easier to read but small paragraphs are ok
- Consider dividing experience into separate sections targeted to your reader by industry or skill (e.g. Journalism Experience or Organizational Experience)

Include full-time positions, internships, summer jobs, part-time and unpaid job experience. Research projects, significant class assignments and student organization leadership roles can also be included here, if related to your targeted job.

LEADERSHIP AND ACTIVITIES:

Identify the following for extracurricular or volunteer activities:

- Name of the organization or club
- Your role in the organization (it is ok to say “member”)
- Location (City/State)
- Dates of involvement (month or semester and year)
- List your accomplishments and responsibilities in the organization

Avoid using abbreviations; spell out the name of the organization. Consider including the mission of the organization if it may not be well known.

SKILLS & CERTIFICATIONS (OPTIONAL):

- Computer or technical skills, including Social Media
- Language skills (indicate if fluent or conversational)
- Relevant licenses or certifications held (include explanation, if necessary and expiration dates)

PUBLICATIONS, POSTERS & PRESENTATIONS (OPTIONAL):

- Use proper citation to indicate published material or thesis papers.
- If you've done a poster or other presentation at a professional conference (i.e. off campus or affiliated with your academic department), indicate the conference name, location and dates, along with the title of your presentation.

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Education

Goucher College, Baltimore, MD

May 2019

Bachelor of Art, English with a Writing Concentration

- *Honors*: Dean's List (Fall 20xx-Present), Dean's Scholarship (Fall 20xx-Present), Julia Rogers Research Prize (Spring 20xx), Kratz Center Summer Writing Fellowship (Summer 20xx)
- *Related Coursework*: Feature Writing for Newspapers and Magazines, Journalism Workshop, Critical Analysis of Journalism, Academic Writing

Roehampton University, London, England

Spring 2017

- Completed semester long course studying English and media in London. Emphasis placed on journalism and feature writing

Journalism Experience

Editorial and Design Intern, **Bancroft Press**, Baltimore, MD

Summer 2018-Present

- Edit manuscripts for content, grammar and style
- Communicate with authors, designers and evaluate and respond to unsolicited manuscripts
- Created cover designs for two novels and complete freelance design projects

Managing Editor, **Preface**, Goucher College, Baltimore, MD

Fall 2017-Present

- Review submissions, copy-edit final proof, resolve content and layout issues
- Monitor production, prepare issue timelines and coordinate outside projects

Journalism Intern, **Inter-Act Magazine**, London, England

Spring 2017

- Authored four articles on faith and art
- Assisted in choosing summer issue's content

Editorial Intern, **Smartish Pace**, Baltimore, MD

Summer 2016

- Evaluated submissions and edited and maintained website
- Conducted author interviews and wrote book review for magazine's website
- Distributed advertising materials and represented magazine at events

Leadership and Collaborative Projects

Tutor, **Goucher College Writing Center**, Baltimore, MD

Fall 2018-Present

- Work with students in all stages of writing, including: brainstorming, writing and editing

Research Assistant, **Julia Rogers Library Archives**, Baltimore, MD

Spring 2018

- Trained to handle rare books and learned about book-binding processes
- Conducted research on the first edition of J.R.R. Tolkien's *The Hobbit*

Co-Director, **Preface's Literary Outreach**, Baltimore, MD

Winter 2017-Spring 2018

- Piloted publication to showcase writing and art from inner-city, middle-school aged children

Computer Skills

- Windows XP and Vista; Microsoft Word, Excel, Publisher and PowerPoint; Adobe Photoshop; familiarity with Quark; and basic HTML
- Social Media including: Facebook, Tumblr, Twitter, and LinkedIn

Language Skills

- Conversational in Spanish and French