

# RESUME OUTLINE

## WHAT IS THE PURPOSE?

The purpose of a resume is to get you an interview by highlighting your skills and experiences. Make sure to keep it short and concise, most employers only spend 20-30 seconds looking at a resume. Resumes are typically one to two pages depending on the industry.

## 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.

### OBJECTIVE (OPTIONAL):

- Your objective is a concise statement of your job goal.
- Be as specific as possible
- Avoid the use of “I” and “me.”

### SUMMARY OF SKILLS (OPTIONAL):

- 5-6 items that set you apart from other candidates, including skills, knowledge, and ability.
- 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 Art)
- Major (Use official name of your major)
- Minor/Concentration
- Graduation month and year (May 2016)

### 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 and scholarships (Could also be a separate section)
- Awards received

### STUDY ABROAD EXPERIENCE:

- Put on resume just like another academic institution under education
- 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 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 (Breaking up these statements into bullets makes the resume easier to read but small paragraphs are ok)
- May want to divide experience into separate sections targeted to your reader by industry or skill (i.e. 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 of 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
- 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.

# MARIE GOPHER

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1021 Dulaney Valley Road, Towson, MD 21204 | 443-555-5555 | myemail@goucher.edu

## EDUCATION:

**Goucher College**, Baltimore, MD  
*Bachelor of Arts*

*May 2022*

**Legacy High School**, Linthicum, MD (GPA 3.8)  
Honors: Dean's List Fall 2016- Spring 2017

*August 2014-June 2018*

## LEADERSHIP AND INVOLVEMENT:

**Member, National Honors Society**, Linthicum, MD

*November 2017*

- Contributed to chapter meetings
- Served on committee to plan activities for members each quarter

**Captain, Varsity Soccer**

*September 2017-June 2018*

- Modeled leadership and good sports ethics for teammates
- Communicated concerns of the team to coaches and high school staff

## EXPERIENCE:

**Research Intern, Juvenile Diabetes Research Foundation**, Linthicum, MD

*Summer 2017*

- Contacted and researched local businesses to sponsor upcoming events
- Entered detailed data into Excel spreadsheets from a marketing campaign for local public schools
- Developed and implemented system of organization for past fundraiser data and files

**Volunteer, Juvenile Diabetes Research Foundation**, Linthicum, MD

*June 2016-February 2017*

- Organized and set-up for annual 250 person silent auction gala
- Prepared for annual One Walk Kickoff events, serving 5 area schools
- Gathered and arranged materials for 10 weekend volunteer training sessions

**Teaching Intern, Our Lady of Victory Pre-School**, Halethorpe, MD

*September 2015-June 2016*

- Translated children's evaluations to Spanish-speaking parents
- Educated kids ages 3-6 in the classroom by reading books
- Planned and implemented creative activities with children
- Assisted teachers by preparing breakfast, lunch, and snacks

**Server, Friendly's Restaurant**, Glen Burnie, MD

*May 2014-August 2015*

- Provided excellent customer service to guests while filling their meal and catering orders
- Supported team of servers by expediting meal orders as needed and running food
- Completed side work assignments efficiently at the end of each shift

## SKILLS:

- Fluent in Spanish
- Proficient in Microsoft Office Suite (including Word, Excel, and PowerPoint)
- Social Media including: Facebook, Twitter, Instagram, and Tumblr

# Augustus Gopher

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1021 Dulaney Valley Road Baltimore, MD 21204  
augustus.gopher@goucher.edu | 410-337-6191

## Education

**Bachelor of Arts, Psychology** May 2022  
Goucher College, *Baltimore MD*

**High School Diploma** June 2018  
Towson High School, *Towson, MD*  
GPA: 3.55 | *Honors and Awards: National Honor Society; Service Learning Award – 100 hours*

## Experience

**Team Member, Chick Fil A – Baltimore, MD** June 2017- present

- Maintain high standards of prompt customer service to support the franchise
- Demonstrate flexibility by playing multiple roles including cashier, drive-thru, & runner
- Cross-train new team members and lead by example

## Leadership

**Treasurer, Student Government Association (SGA)** 2016-2018

- Assisted in managing \$500 SGA budget to purchase food, materials, giveaways for a number of school-wide events e.g. Valentine's Day Roses, Class Spirit Day
- Led planning committee for 2 Homecoming Dances and Pep Rallies, delegating tasks to 12 SGA Members
- Executed organization of events including identifying activities, purchasing materials, and on-site logistics

## Volunteer Experience

**Canned Food Drive** Nov. 2015-2017

- Served as an organizing food drive member for 3 Thanksgiving seasons
- Created flyers and digital marketing for school's social media sites to advertise the event
- Volunteered 2 hours every week in November to organize and sort donations
- Collected enough donations each season to serve over 30 local families in need

**Toys for Tots** Dec. 2015, 2016

- Collected toys for children from low-income families
- Created flyers and utilized social media to advertise for the event and elicit donations
- Organized and sorted donations reaching \$1,250 to send to the Baltimore branch of the foundation

## Skills

Proficient in Microsoft Office Suite including Word, Excel, PowerPoint, and Publisher  
Spanish (Beginner, Oral and Written)  
Social Media: Twitter, Instagram, Facebook, Snapchat

# Jordan Gopher

(443) 123-4567 – jgopher@goucher.edu  
1021 Dulaney Valley Road, Baltimore, MD 21204

## Education

**Goucher College**, Baltimore, MD

May 20xx

*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 20xx

- 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 20xx-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 20xx-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 20xx

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

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

Summer 20xx

- 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 20xx-Present

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

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

Spring 20xx

- 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 20xx-Spring 20xx

- 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