

# The *Art* of Writing Your Resume



What is your experience with/thoughts about writing a resume?



# What's the purpose?



## To Get An Interview!

- Market your best skills
- Show employers that you're a good match

How long do you think employers take to review?

*A **commercial**...not a **documentary**!*



# Target Resume

*If you don't know what you're looking for, chances are the employer won't know either!*



- Target your resume to EACH potential opportunity/organization
- It's OK to not have specific industry experience, but you need to connect the experience you do have to the skills for which the organization is looking
- Utilize the JOB DESCRIPTION- touch upon each job task/requirement and highlight your experiences/skills
- You may need DIFFERENT VERSIONS of your resume for DIFFERENT INDUSTRIES

# Header/Contact Information

**Sam Van Meter**

1021 Dulaney Valley Rd., Baltimore, MD 21204

410-337-8888

Sam.VanMeter@goucher.edu

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**Baltimore, MD | 410-337-8888 | Sam.VanMeter@goucher.edu**

# Education

<b>Goucher College, Baltimore, MD</b>	May 2022
Bachelor of Arts in French and History	<b>GPA 3.0</b>
Minor: Creative Writing	
<b>Study Abroad: Goucher Paris Program, Paris, France</b>	Spring 2019
<ul style="list-style-type: none"><li>• Completed part-time internship with French Theatre Company</li><li>• Courses completed: Intense language at Sorbonne; immersion study about Paris culture, society and history; two advanced phonetics</li></ul>	

## Relevant Course Work or Projects

- Provides connection between knowledge and application
- Showcases functional interests
- Outline specific projects /case studies completed in course
- Do not list all courses taken – only relevant, advanced, or specialized courses

# Experience

- Brainstorm **LOTS** of different types of experiences: volunteer, jobs, internships, leadership in student clubs, class projects



- Include title, organization name, location and dates
- Could separate into multiple experience sections
- Use reverse chronological order – most recent experience (within section) first



# Description = Accomplishment Statements

**ACE Method = (A)ction Verb + (C)ontext + (E)nd Result**

Here's a breakdown of the 3-part ACE formula:

- **(A)ction Verb** = Strong action-oriented verb
- **(C)ontext** = Description of skill or task; quantify where possible.
- **(E)nd Result** = What did you achieve? What was the impact? What did you learn? Quantify where possible

**Example:**

- Weak Accomplishment Statement: **Responsible for creating social media content**
- ACE Accomplishment Statement: **Created unique social media content using Canva and iMovie to strengthen brand recognition and increase Instagram followers by 10% in a 3-month period.**



*How can we improve this description using ACE:*

- **Helped students schedule appointments**



# Ways to Target: Specialized Sections

## Event Planning Experience

**Treasurer, Student Government Association (SGA), Towson, MD** Sept. 2019 - May 2021

- Executed organization of events including identifying activities, purchasing materials, and on-site logistics
- Led planning committee for 2 Homecoming Dances, delegating tasks to 12 SGA Members
- 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

**Member, Canned Food Drive, Towson High School, Towson, MD** Nov. 2018-2020

- Organized food drive for 3 holiday seasons, including securing volunteers and space
- 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



- Focuses the reader's attention
- Organized by industry or skills (Finance or Management Experience or rather than type of experience (internship, extracurricular))

# Ways to Target: Order of Statements

## Canned Food Drive, Towson High School, Towson, MD

Nov. 2016-2018

- Served as an organizing food drive member for 3 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

## A little reorder to focus on marketing experience:

Canned Food Drive

Nov. 2015, 2016, 2017

- Created flyers and digital marketing for school's social media site to advertise food drive
- Organized and sorted donations in 2 hour shifts each week in November
- Served as an organizing food drive member which collected enough donations to support over 30 families in need each season



## Another reorder and a bit of rework to focus on organization skills:

Canned Food Drive

Nov. 2015, 2016, 2017

- Organized and sorted hundreds of food donations in 2 hour shifts each week in November
- Coordinated food drive as part of a team of 3 students, which collected enough donations to support over 30 families in need each season
- Created flyers and digital marketing for school's social media site to advertise food drive

# Ways to Target: Use the Job Description

- Exceptional interpersonal, communication, analytical and problem-solving skills
- Excellent organizational skills and ability to multitask
- Genuine interest in financial markets and macro-level economic trends
- Ability to thrive in a fast-paced, collaborative environment
- Highly inquisitive, focused and pro-active
- Good judgment and discretion when working with confidential information

## Team Member, Burger King, Baltimore MD

- Maintained composure and professional communication and offered solutions to resolve customer complaints
- **Demonstrated flexibility by playing multiple roles including cashier, drive-thru and runner**
- Managed approximately \$2000 in transactions during the fast-paced lunch shift
- **Cross-trained new team members and lead by example**
- Secured cash registers at the end of the day and assisted with preparing confidential bank deposit





# Organized and consistent format

- One page – balance white space and maximize space
- Margins at 1 inch (no lower than .5 inch) all around
- Font size 12 point (no lower than 10 point)
- Use **bold**, *italics*, ALL CAPS, small caps, underline, to emphasize information. Use strategically
- Punctuation
- Avoid graphics, color and fancy fonts



## Things to Avoid

- The use of personal pronouns (I, My, Me, Our)
- Personal Information (height, weight, marital status, religion)
- Complete sentences; use bullets (yet, be descriptive)
- References and prior supervisor information

**Keep it relevant and specific to the position you are applying to!**

## Example & Resources

Find examples and additional resources on CEO website!

# Applicant Tracking Systems

- Keywords are vital!
  - Use both the long-form and acronym version of keywords. e.g. “Bachelor of Arts (BA)” or Search Engine Optimization (SEO)”
- Keep the format simple
  - ATS can’t read tables, columns, or graphics, so avoid templates and Canva
- Can be more than one page
  - Find the sweet spot for both human and machine
  - Don’t use headers or footers

## Upload format

- Docx
- Word app saved to PDF



## A quick word about ChatGPT

ChatGPT can be a tool to help you get started, as your "on-demand thinking partner" (Jocelyn Chong, Cal Poly Pomona). All results must have your thorough review and editing.



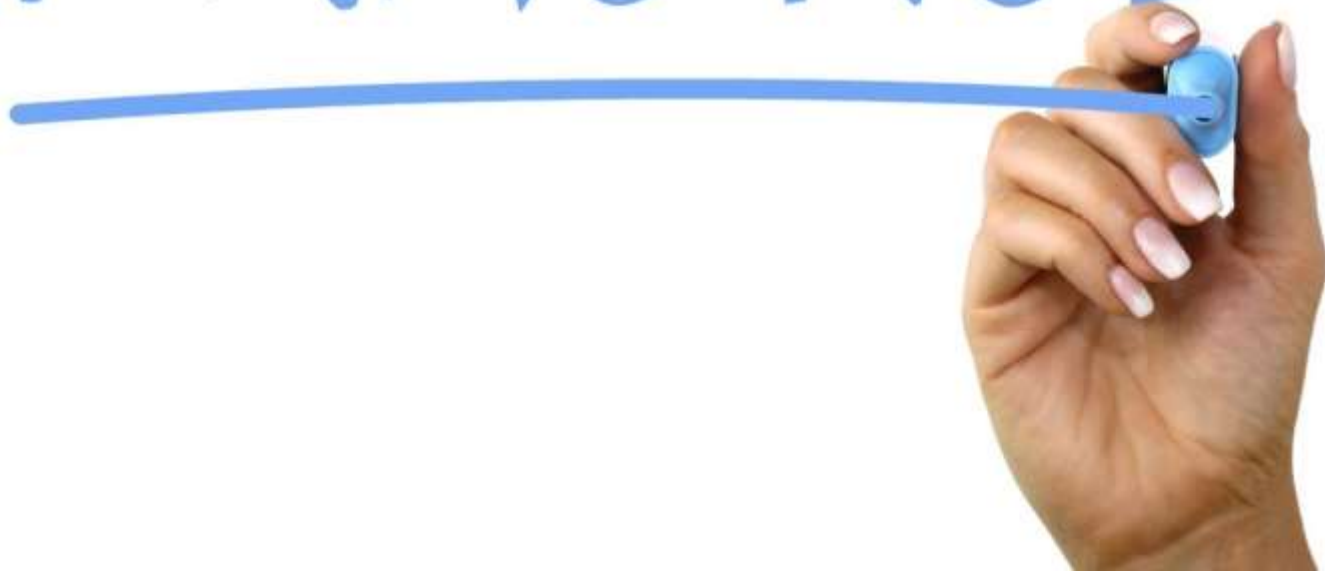
### Prompts for Resumes

- Write an accomplishment statement starting with a strong action verb for a **(cut/paste job task or responsibility)**
- Identify specific keywords and skills to include on my resume from a **(cut/paste job description)**
- Review my **(cut/paste experiences only from resume)** and identify five specific edits I can make based on this **(cut/paste job description)**

### General Limitations

- May use industry lingo that does not align with your experience or could be different than what you are pursuing
- May estimate or make things up, so review all content and edit to ensure statements accurately reflect your skills and talents
- It's not you (a human), so make sure the tone and language matches your style and represents who you are

PRACTICE



**CAREER  
EDUCATION  
OFFICE**

## EDUCATION

**Valley Central High School**, Montgomery NY— *Advanced Regents Diploma*  
GPA 3.7

## EXPERIENCE

**McDonalds**, Montgomery, NY—*Crew Trainer*  
2016-present

Phone: (845) 457-9581 General Manager, Solomon

### Child Care,

Took care of children after school.

## Activities:

### GLSEN

September, 2015 - Present

### Book Club

September 15 - Present

### Tri-M

September, 2016 - Present

## Core Competencies

Action oriented  
Creativity  
Drive for results  
Intellectual acumen  
Listening  
Personal learning and development  
Planning Time management

## AWARDS

PTA Community award  
3 time Student of the month  
2 time recognized student for hard work  
Honor Roll and High Honor Roll





## **Education**

### **Goucher College, Baltimore, MD**

Bachelor of Business Management, Expected Graduation May 2020

Included Coursework: Small Businesses, Principles of Accounting, Financial Management, Marketing Management,

## **Work Experience**

Johns Hopkins S.A.R.E Program

- Assisted a chemist analyzing rats to figure out why some people react to pain in the way they do and how specific medicine reacts to the pain.

T.Rowe Price

- Developed investment decision systems, including stock picking vs. stock buying, penny stocks, along with other stocks which categories vary.
- Participated in pitching a stock with partners in my group.

Panera Bread

- Responsible for ensuring that the money in my register is all accounted for at the end of every shift
- Assessed multiple new employees in making sure they new how to properly do their job.
- Maintained a positive attitude with a bright smile at all times.



# CAREER EDUCATION OFFICE

 [Career Education Office](#) | [Resources by Topic](#)

## RESOURCES BY TOPIC

If you'd like help or want to discuss these topics further with a CEO staff member feel free to [schedule an appointment in Handshake](#).

SHOW ALL

SELF-ASSESSMENT

RESUME

CURRICULUM VITAE (CV)

JOB SEARCH

COVER LETTER

NETWORKING

INTERVIEWING

INTERNSHIPS

GRADUATE SCHOOL

- PowerPoint: Resume Writing
- Core Skills Verb List for Resume
- First Year Resume Samples
- Handshake How Tos: Uploading a Document (Youtube Video)
- Reference Lists
- Resume Brainstorming Worksheet
- Resume Outline
- Resume Samples
- Tips for a Standout Resume

[Internship Accelerator](#)

[Resources by Topic](#)

[Handshake](#)

[Make an Appointment in Handshake](#)

[Our Staff](#)

[Resources for:](#)

[Alumnae/i](#)

[Employers](#)

[Faculty & staff](#)

[Talk to Us](#)

Considering Goucher? Tell us your interests, and we'll share information relevant to you.

TALK TO US



**What's one new thing you learned from this session?**

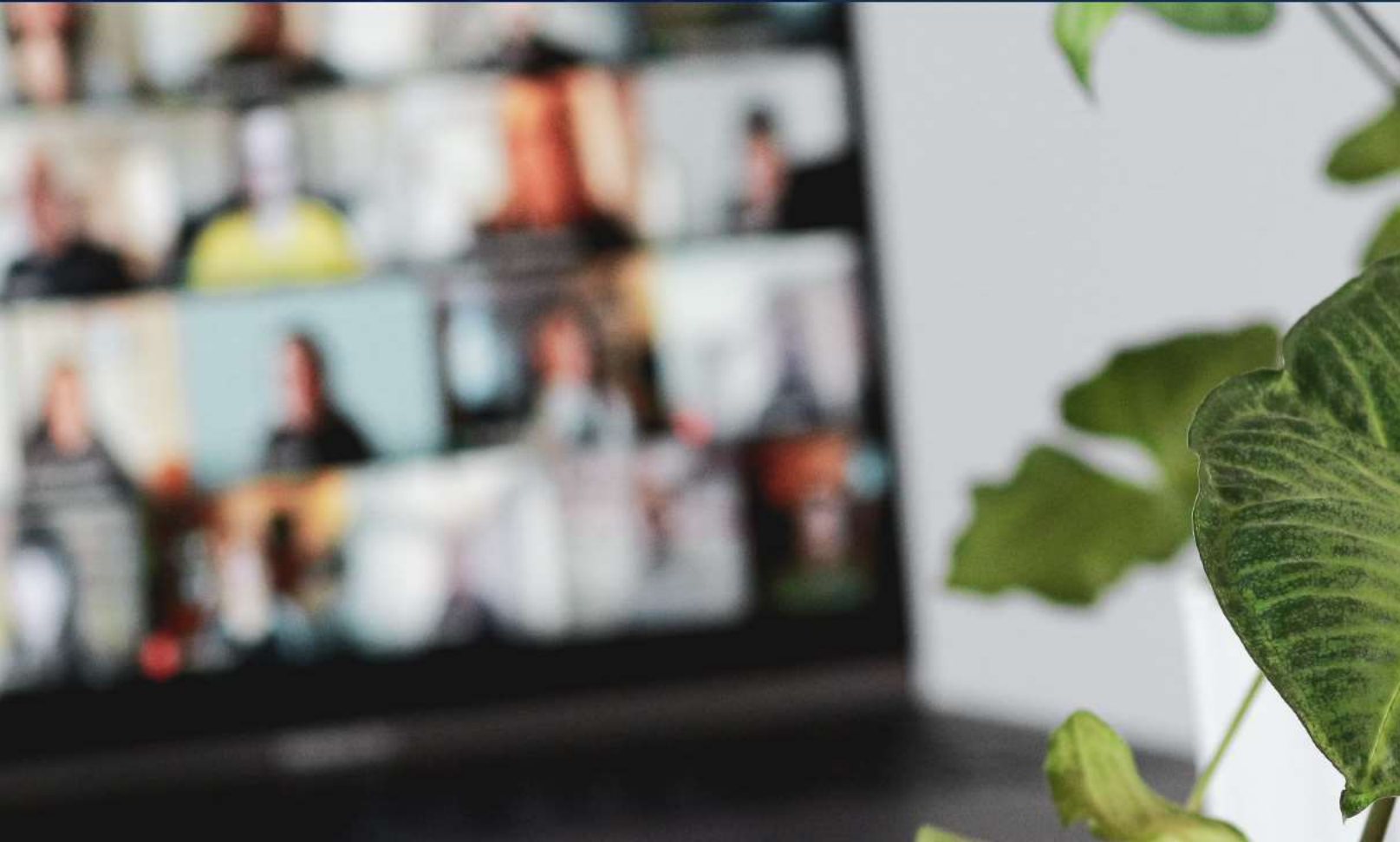


**What's one thing you still would like to know about resume writing?**

# INTERNSHIP *Accelerator*

# Micro-Internships

SHORT-TERM | VIRTUAL | PROJECT-BASED | FUNDED BY GOUCHER



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**CAREER EDUCATION OFFICE**