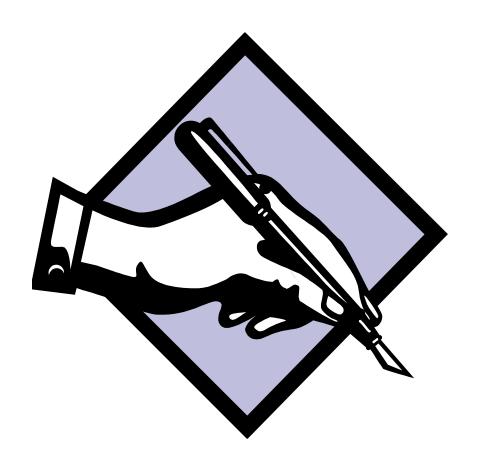
The Career Center Loyola University Maryland



EFFECTIVE RESUME WRITING

thecareercenter@loyola.edu (410) 617-2232

www.loyola.edu/thecareercenter

For a copy of this handout, click on "Resume, Cover Letter, and Interview Tips" under Quick Links on The Career Center homepage.

RESUME BASICS

What is a Resume?

- Marketing tool that actively sells your qualifications to a potential employer
- Summary of your educational background, experiences, accomplishments, and skills that is tailored to fit the career field in which you are searching

When to use a Resume

- Applying for internships/jobs for the purpose of obtaining an interview
- Applying to graduate/professional schools
- Providing a summary of qualifications to your references and contacts
- Networking with potential employers

Basic Tips and Guidelines

- Typically one page long (2 pages optional Discuss with a Career Advisor)
- Use a laser printer (one is available for use in The Career Center)
- Use good quality white or off-white resume paper, 8 ½" x 11"
- Easy to read, brief, and concise while maintaining a consistent format
- Have your resume carefully proofread for errors do not rely solely on spell check
- Limit use of abbreviations
- Avoid the use of personal pronouns such as "I" or "my"
- Highlight major points in bold, italics, underlines or by capitalizing
- Highlight and expand upon experiences that are related to your career objective
- List education and work experiences in reverse chronological order
- Be specific when describing duties use action verbs and consider quantifying achievements (focus on accomplishments and results rather than routine job descriptions: for example, list the number of people supervised or amount of budget handled)
- If you are looking for different types of jobs, you may create slightly different resumes tailored to each job opening

The Career Center will be happy to critique your resume!

Email The Career Center at thecareercenter@loyola.edu or drop off your resume at our Center and a Career Advisor will critique your resume within two business days. You can also make an individual appointment to meet with an advisor to review your resume. In addition, check with The Career Center for dates regarding Walk-In Career Advising Days and Resume Critique Wednesdays.

RESUME SECTIONS

Identification

Name: capitalized, centered at top of page, 14-16 pt. font (recommended)

Address: include both permanent and campus address if applicable cell and/or home, be sure to have a professional voicemail

Email: use Loyola email if possible or consider creating a new account for job search purposes

Objective (optional)

You may include this section if you have worked out a clearly targeted objective. Make sure that the objective is relevant to the position for which you are applying. The following items may be included:

• Title of position desired:

Staff Accountant Writing Intern Management Trainee

• Environment or type of business desired:

Staff Accountant with a CPA firm

Writing Intern in a publishing house

Management Trainee for a retail store

Admission to an accredited Speech-Language Pathology graduate program

• Geographical preference:

Position as a Staff Accountant with a CPA firm in the Baltimore/Washington DC area Writing Intern in a publishing house, willing to relocate

Management Trainee with a retail store in the northern Virginia area

Education

The education section should precede experience as long as you are still in school. Typically, if you have recently graduated from college or graduated within the last three years, your education should remain at the top of your resume.

• Loyola University Maryland, Baltimore, MD:

List educational institutions in reverse chronological order, most recent first.

• Study Abroad:

International experiences should be consistent with your other education experiences. Include university name, location, dates, and concentration. You can include a bullet with unique opportunities or coursework completed (i.e. Staying with a native family).

High School:

Include your high school if (a) the school is prestigious, (b) you have strong academic or extracurricular achievements worth noting or (c) you were active in high school and are not in college.

• Degree(s)/Major(s)

Include "Bachelor of Arts, Science, Business Administration..." and your specialization or concentration as well as any minors. If you are still an undergraduate you may say "Candidate for Bachelor of Arts in..., date" or "Bachelor of Arts in..., expected date".

If you are a business major, include "The Joseph A. Sellinger, S.J., School of Business and Management."

• *GPA*:

Include your GPA if it is 3.0 or above. Be sure to clarify the GPA that you are listing (Overall, Major). If you decide to list your Major GPA, consult the college handbook for assistance on this calculation.

Relevant Courses:

Seniors may list courses that are above and beyond the curriculum requirements that may be related to your objective. For example, if you are a philosophy major seeking a counseling position, you may include psychology coursework. Freshmen, sophomores, and juniors may list any classes taken so far that are relevant to the position.

Honors and Awards:

Awards, scholarships, Dean's List, and other academic honors may be listed. Include dates.

• Academic Organizations:

Clubs or organizations such as the Financial Marketing Association, Psi Chi, etc...may be listed. Include dates.

Experience

As a student or recent graduate, employers understand that your most valuable or relevant experiences may occur in internships, volunteer work, or other extracurricular activities.

What types of experiences to include?

Paid, unpaid, internships, extracurricular activities, volunteer, leadership, and research work are all appropriate.

• Reverse chronological order

List your most recent job experiences first.

• Relevant and additional experience

It may be beneficial to categorize your experiences into those which are relevant to the position you are seeking and those which are additional.

Important information to include

Select a consistent format for your experience section including the name and location of the organization, dates of employment, and title. You may choose to make the company name or title stand out using bold, italics, underline or caps. Remember, be consistent.

Describing duties and accomplishments

Use strong action verbs (see page 5 & 6 for examples) such as "edited", "collaborated", "researched", etc... Try and be specific when describing your responsibilities and quantifiable results and accomplishments wherever possible. Make sure to use the correct verb tense (present tense for current positions and past tense for previous positions). Avoid using "Responsible for..." and "Responsibilities/duties include...".

• Be concise

Use phrases and clauses rather than complete sentences.

Activities

You can separate your activities from your experience section. Consider including dates and locations when appropriate. You may include the following:

- Extracurricular Activities
- Leadership Positions
- Service Activities

Skills

If specific skills are necessary to the position or distinguish you from other candidates, you should include them. Possible skills include:

- Computer applications (Microsoft Word, PowerPoint, etc...)
- Programming languages
- Foreign languages (conversational, fluent, etc...)
- Laboratory skills
- Certifications

❖ Interests

Listing three to five interests or hobbies may be a good idea. Employers may use them as an icebreaker during an interview.

References

Create a list of three to five references-faculty members, former employers, and professionals in the field you wish to enter may be used. Be sure to ask permission to use their name and provide them with a copy of your resume. On a separate sheet of paper, using the same paper as your resume, include:

- Name of Reference
- Title
- Company
- Address
- Phone
- Email

Please refer to page 11 for a sample reference page.

ACTION VERB LIST

Management skills	Communication skills	Clerical or detailed skills	
administered	addressed	approved	
analyzed	arbitrated	arranged	
assigned	arranged	catalogued	
attained	authored	classified	
chaired	corresponded	collected	
consolidated	developed	compiled	
contracted	directed	dispatched	
coordinated	drafted	executed	
delegated	edited	generated	
developed	enlisted	implemented	
directed	formulated	inspected	
evaluated	influenced	monitored	
executed	interpreted	operated	
improved	lectured	organized	
increased	mediated	prepared	
organized	moderated	processed	
oversaw	motivated	purchased	
planned	negotiated	recorded	
prioritized	persuaded	retrieved	
produced	promoted	screened	
recommended	publicized	specified	
reviewed	reconciled	systematized	
scheduled	recruited	tabulated	
strengthened	spoke	validated	
supervised	translated	, madiced	
oup of viscal	wrote		
Research skills	Technical skills	Teaching skills	
clarified	assembled	adapted	
collected	built	advised	
critiqued	calculated	clarified	
diagnosed	computed	coached	
evaluated	designed	communicated	
examined	devised	coordinated	
extracted	engineered	developed	
identified	fabricated	enabled	
inspected	maintained	encouraged	
interpreted	operated	evaluated	
interviewed	overhauled	explained	
investigated	programmed	facilitated	
organized	remodeled	guided	
reviewed	repaired	informed	
summarized	solved	initiated	
surveyed	trained	instructed	
systematized	upgraded	persuaded	
systematized	upgraueu	set goals	
		set goals stimulated	
		Sumulated	

Financial skills	Creative skills	Helping skills	
administered	acted	assessed assisted	
allocated	conceptualized		
analyzed	created	clarified	
appraised	designed	coached	
audited	developed	counseled	
balanced	directed	demonstrated	
budgeted	established	diagnosed	
calculated	fashioned	educated	
computed	founded	expedited	
developed	illustrated	facilitated	
forecasted	instituted	familiarized	
managed	integrated	guided referred	
marketed	introduced		
planned	invented	rehabilitated	
projected	originated	represented	
researched	performed	_	
	planned		
	revitalized		
	shaped		

Adapted from Boston College Career Center homepage.

Maddy A. Kitts

makitts@loyola.edu XXX.XXX.XXX

Campus Address 4501 North Charles Street, MS xxxx

Baltimore, MD 21210

Permanent Address 803 Media Circle Wallingford, PA xxxxx

EDUCATION

Loyola University Maryland

Bachelor of Arts in Communication, specialization in Advertising/Public Relations

Honors: Dean's List Fall 20xx, Fall 20xx

Cumulative GPA: 3.578

Strath Haven High School

National Honors Society Member

Newspaper Staff Writer, Senior Member Varsity Golf Team "Most Improved Player" (20xx)

Participated in and led Student Government and community service programs

Baltimore, MD May 20xx

Wallingford, PA Class of 20xx

WORK EXPERIENCE

Loyola University Maryland - Fitness & Aquatic Center

Equipment Facility Attendant

Baltimore, MD Fall 20xx-Present

- Manage equipment for club/intramural sports and other patrons
- Interact with members and issue and maintain equipment accordingly

The Springhaven Club

Caddy/Bag Room Official

Wallingford, PA

Fall 20xx-Present

- Develop strong relationships with members as a way to enhance their club experience and build personal clientele base
- Greet members upon arrival
- Maintain, store and manage country club property, as well as members personal equipment
- Enforce all club/golf policies, managing first tee and overseeing pace of play

Summer Panthers School

Teacher's Assistant

Wallingford, PA Summers 20xx-20xx

- Worked with 15-20, 3-5 year olds with a variety of mental disabilities
- Assisted with lessons, discipline, recreational activities, trips, and other daily activities

ACTIVITIES

Loyola University Maryland Student Leadership Corps

Member

Baltimore, MD Fall 20xx-Present

- Nominated and selected to participate in multiple sophomore leadership initiatives
- Attend various leadership retreats, meetings, and lectures in an attempt to enhance future leadership opportunities

SKILLS

- Computer: Advanced knowledge of Word and basic knowledge of Excel and PowerPoint
- Foreign Language: Conversational in French

Art Overcees

2110 International Drive Wilmington, DE xxxxx

aovercees@loyola.edu (xxx) xxx-xxxx

OBJECTIVE

To obtain a summer internship with a non-profit organization related to international affairs, urban change and social justice.

EDUCATION

Loyola University Maryland, Baltimore, MD

Expected 5/xx

Bachelor of Arts in Global Studies, Minor: Art History; GPA 3.0 *Honors:*

- National Residence Hall Honorary
- *Cura Personalis Award* Recognized as a student who embodies the Ignition ideal of care for the whole person through demonstrated service, leadership, and academic achievement
- Service Award Students with an outstanding number of service hours in the academic year
- Student Choice Award-ALIVE Given to students who pursue action, loyalty, integrity, values and excellence

Katholieke Universiteit Leuven, Leuven, Belgium

9/xx-6/xx

Serve The City Leuven-Paint or garden monthly

Ursuline Academy, Wilmington, DE

6/xx

National Honors Society Member, Student Council President, Captain of Volleyball and Lacrosse teams

WORK EXPERIENCE

United Way of Delaware, Wilmington, DE

6/xx-8/xx

Summer Intern

- Participated in rotational program through the Finance, Resource Development, and Community Impact areas
- Assisted in planning fundraising event; Served as communication liaison between volunteers and set-up team
- Promoted Live United campaign
- Submitted a grant writing proposal for a Born Learning Trail
- Solicited partnership agencies to enhance outreach in Delaware

Loyola University Maryland - Office of Dean of First Year Students, Baltimore, MD 9/xx-5/xx *Work Study*

• Performed duties of administrative assistant including computer data entry, data management of files, answering phones, e-mail correspondence, and front desk reception

EXTRACURRICULAR ACTIVITIES

•	Relay For Life Committee- Publicity Team Member, Advocacy Co-Chair	1/xx-Present
•	Care-A-Van- Volunteer, Serve food to the homeless in Baltimore on a weekly basis	9/xx-Present
•	Ad Majorem- Founding Member, Faith and service group	1/xx-Present
•	Evergreens- First Year Orientation Student Leader	2/xx-Present
•	Project Mexico- Team Member, International Service immersion program	1/xx
•	Hispanic Apostolate Tutoring- Volunteer	1/xx-4/xx
•	St. Ignatius Loyola Tutoring- Mentor	1/xx-12/xx

SKILLS

Proficient in Microsoft Word, Excel, Access, and PowerPoint Language proficiency in Spanish

Enzo N. Ginear

58 Masheen Court Baltimore, MD xxxxx xxx-xxx-xxxx enginear@loyola.edu

OBJECTIVE:

To obtain an entry-level position as a Mechanical Engineer

EDUCATION:

Loyola University Maryland

Bachelor of Science in Mechanical Engineering with a Mathematics Minor

- Honors: Presidential Scholarship (4 years); Dean's List: 3 semesters
- Overall GPA: 3.48
- Related Courses: Fluid and Solid Mechanics, Thermodynamics, Heat and Mass Transfer, System Analysis,
 Electronics, Statics, Linear Circuit Analysis, Dynamics, Calculus I-III, Differential Equations; Senior Design Project,
 and Materials and Manufacturing (in progress)

PROFESSIONAL EXPERIENCE:

Science Applications International Corporation (SAIC)

Safety Engineer Intern

• Assisted safety engineers on different chemical demilitarization projects

• Learned CFAST fire simulation and POD editor programs

URS Corporation

Mechanical Engineer Intern

Collaborated with mechanical engineers specifically on HVAC projects

• Used AUTO-CAD to create drawings to various scales

Hunt Valley, MD

Abingdon, MD

Baltimore, MD

Expected May 20xx

May 20xx - August 20xx

May 20xx - August 20xx

ADDITIONAL EXPERIENCE:

Loyola University Maryland – Department of Recreational Sports

Intramural Supervisor/Referee

Manage the officials and nightly operations to keep everything on schedule

- Serve as first responder to on-field injuries; CPR and first aid certified
- Voted "Official of the Year" for the 20xx-20xx academic year

Baltimore, MD

20xx - present

LEADERSHIP:

Loyola Rugby Football Club

• Elected the President of the Rugby Club

20xx - present

SKILLS:

- Experienced in AUTO-CAD and CFAST. Familiar with Matlab.
- Proficient in Microsoft Office.

Enzo N. Ginear

58 Masheen Court Baltimore, MD xxxxx xxx-xxx-xxxx enginear@loyola.edu

REFERENCES

Amber Net, Manager Science Applications International Corporation 1234 Main Street Abingdon, MD 56789 (xxx) xxx-xxxx Anet@saic.com

Linda Court, Director of Operations URS Corporation 220 West Main Street Hunt Valley, MD 12345 (xxx) xxx-xxxx Linda.court@urs.com

Joe Baseball, Associate Director Loyola University Maryland Department of Recreational Sports 4501 North Charles Street Baltimore, MD 21210 (410) 617-xxxx jbaseball@loyola.edu

Your Online Image—Make it Professional!

How is your online image?

- Having a professional online image is vital in today's competitive environment. Employers search potential candidates for both INTERNSHIPS and JOBS to make initial interviewing decisions.
- Use caution when posting information on the Internet. Do not post anything online that you would not want a prospective boss to see.
- Google your name to determine your online presence. What kind of personal information do you have on the Internet? Have you posted something recently on Amazon? Facebook? Youtube? A blog?
- Do you have negative content posted online, also called "digital dirt?" Examples of this could include: inappropriate photographs, content about drinking or doing drugs, a negative post about a professor or a previous boss, radical political views, and discriminatory comments.
- If you have negative "digital dirt," and you cannot delete it, enhance it by creating new, positive, smart content. Employers are less likely to find your digital dirt if it is on page 10 of their Google search for you.







Take the following steps to create professional online content:

- Learn about the Profile Overview by visiting help.linkedin.com/app/answers/detail/a-id/15493
- Visit help.linkedin.com to learn more about using LinkedIn.
- Join LinkedIn groups such as The Career Center at Loyola University Group, Loyola Univ Maryland Alumni Group, or The Sellinger School. These are beneficial because you can join group discussions, monitor job postings, and have access to more networking contacts.
- Learn how to have a clean Facebook profile and set your privacy settings by visiting www.Facebook.com/help and click on 'Privacy'.
- Comment on a blog or forum in a positive, non-controversial way.
- Write product or book reviews on sites like Amazon.com or Overstock.com. Make sure they sound intelligent and well-communicated.
- Consider purchasing your own URL (\$1.99 per year) at GoDaddy.com.
- Set up a Twitter account and tweet intelligently. Visit our website for more information on Twitter.



THE CAREER CENTER AT LOYOLA UNIVERSITY MARYLAND

On-Campus Recruitment Program – Participation Guidelines

- 1. Participants activate their account and update their profile on HireLOYOLA.
- 2. It is expected that participants meet all company requirements (i.e. abide by company stipulated GPA cut-offs and major requirements) before signing up for an interview. Interviews are open to all Loyola undergraduate and graduate students who meet the requirements set forth by the employing organization. Alumni/ae are able to participate in the On-Campus Recruitment Program, however, priority is given to current students.
- 3. All participants must attend the *Effective Resumes and Employment Correspondence*, *Interviewing for Success Part I*, and *Interviewing for Success Part II* workshops **before** the date of their first on-campus interview appointment.
- 4. An **Open** interview schedule indicates that any student that meets the requirements listed by the employer is invited to select an interview time.
 - A **Pre-Select** interview schedule indicates that the employer would like to review the resumes and select the candidates that they would like to interview on campus. Once the employer selects the candidates and notifies The Career Center the interview time slots will be released.
- 5. Sign-ups are on a first-come, first-served basis. **Students can sign up on HireLOYOLA on designated sign-up days.** Be sure to confirm your time by looking at the interview schedule before you exit the system. **BE CAREFUL** use the "edit" feature to change your time. Once you use the "cancel" key you will be blocked out of that schedule.
- 6. Once a participant schedules an interview with a company, he/she is automatically obligated to attend that appointment. In the event that participants are unable to keep an on-campus interview appointment, that individual must notify The Career Center at least 2 class days in advance. One (1) no-show constitutes suspension from the recruitment program. Students can only cancel interview appointments in person or by phone, NOT through other students.
- 7. Additions and/or corrections will be posted on HireLOYOLA and the bulletin board inside The Career Center. You are responsible for keeping up-to-date with these announcements.
- 8. All employers participating in the On-Campus Recruitment Program are expected to comply with equal opportunity employment laws.
- 9. Snow Policy: When classes are cancelled for the entire day, on-campus interviews are also cancelled for that day and all attempts will be made to reschedule.

 If classes are delayed due to bad weather, contact The Career Center for information regarding interview appointments.

THE CAREER CENTER RESERVES THE RIGHT TO REPLACE ANY STUDENT ON A COMPANY SCHEDULE IF THAT STUDENT DOES NOT FOLLOW THE ABOVE ON-CAMPUS RECRUITMENT PROGRAM PARTICIPATION GUIDELINES.