

A resume is traditionally defined as a brief summary of your skills, education, experience, personal qualifications and information that an employer would want to know when considering you as a candidate for a job. The resume is not designed to present your life history. Its purpose is to provide enough information to warrant an interview.

The resume introduces you to the employer, presents factual information, is visually appealing in format, professionally presented and usually limited to one page. The resume should not be used to explain information. A resume typically receives a prospective employer's full attention for only 20 seconds, therefore it is imperative that you utilize the little space you have carefully and highlight the most important and pertinent elements at the top. The resume will not get you the job, but it can get you the interview.

FORMAT

There is no one or all-purpose format for a resume.

There are three (3) traditional and basic formats that employ all of the key components of an effective resume. Each has distinct advantages and disadvantages. Select a format that presents your skills and experience at a glance. Make it pleasing to the eye. While presentation can determine whether or not your resume gets reviewed, content determines whether it serves the purpose of getting you an interview.

It is important that you feel good about the content and presentation of your resume.

The Reverse Chronological Format is the most commonly used format and the most widely used by college students and recent graduates to the job market. The resume is blocked into sections categorized by source of skills, for example "Education," and "Experience." Within each block items are listed in reverse chronological order.

The Functional Format can be effectively used by very experienced individuals or those with very little experience. This format de-emphasizes employment history and focuses on aptitudes or talents that can be applied in a number of settings. This type of resume is categorized by marketable skills such as "Leadership," "Organization," or "Communication."

The Combination Format. As the name implies, the combination format is a combination of the functional and chronological formats. This format allows you to "target" various strengths that apply to specific employer requirements.

The Curriculum Vitae (CV) or Academic Resume is geared primarily toward educational settings. Graduate

programs, teachers, professors, administrators and other educational staff commonly use a CV. There is no rule regarding the length of the CV, and it differs from work-related resumes in that it highlights publications you have written or participated in, presentations you have made, conferences you have attended, and other academic activities in which you have participated (for samples see: www.cvtips.com).

SCIENTIFIC RESUME

As can be the case with any career field, resumes for those interested in pursuing a scientific research or laboratory position have unique components. Your resume can be as long as it needs to be. It does not need to be confined to a single page, but should still be very concise. It includes sections such as Research Experience, Teaching Experience, Research Techniques, Publications, Scientific Meetings/Presentations and References. For more details, please come to CSC and ask for the handout that has a sample Scientific Resume.

NUTS AND BOLTS OF RESUME PREPARATION

HEADING

Include your name, campus address, city, state, zip code, telephone number with area code and e-mail address at the top of the page. Your home address should also be on your resume.

- Use 8.5 x 11-inch bond paper that is white or off-white.
- 1 page—no exceptions; 1/2"-3/4" margins—all four sides equal, or top margin = bottom margin and left margin = right margin
- Customize format for organization; e.g., a fashion organization will expect a hip resume
- **One Font**—preferably Arial 10 or Times New Roman 11, definitely one of these fonts if applying online/via e-mail
- Consistency in punctuations (commas, period marks, dashes) and formats (bold, italics, underline, capitalization)
- Resume must have a balance of the following strengths: written and oral communications, analytical, research, attention to detail, interpersonal, management, leadership, entrepreneurial
- **No "References"** or "References Available on Request"; **No abbreviations**, but if needed, keep it consistent
- Your name must stand out
- 1 E-mail Address (not 2)—an account that you check on a daily basis, preferably your college email address
- School Address on left (with Box Number), Permanent Address on right—indicate when you will be at each address

- Phone Number(s)—for which you regularly check the voicemail; and have a professional outgoing message.

OBJECTIVE/INTEREST STATEMENT

This is an **optional** section. **Do not use Objective or Interest Statement on resumes submitted for On-Campus Interviews.** Be specific and tailor it to each job for which you are applying. An Objective or Interest Statement allows the resume to be targeted toward a specific employer and/or specific position. Highlight your most significant skills and make a connection to how they relate to the job being sought. For example:

- Seeking a position in museum administration requiring a background in art history and strong writing skills
- To secure the position of Investment Analyst at Merrill Lynch where my experience in financial analysis and educational background in economics and accounting will be utilized
- Editorial Assistant position with a publishing firm specializing in commercial non fiction
- An entry-level consumer products sales position where strong interpersonal and customer relations skills are required to succeed
- Do not use vague statements like "A challenging and rewarding position in management."

EDUCATION

If you are a recent graduate, it is important to list school(s) attended and location, degree and major, graduation date, academic honors, awards or distinctions and GPA (optional). Put your most recent or current degree first. List education before experience when education is your strength, and experience first when it is your greatest strength.

- College name, location and date of graduation (e.g. May 2005 not September 2001–May 2005)
- College degree e.g. Bachelor of Arts in History and Computer Science with a Leadership Sequence
- Grade Point Average (4.0)—**only if** competitive or required for application, e.g. 3.5/4.0. If you would like to include your 12.0 average, always include both 4.0 and 12.0 scales.
- Cumulative GPA and/or Major GPA
- SAT Scores—**only if** competitive or required for application
- Academic Awards and Scholarships; e.g., McKenna Scholar, Dean's List
- Coursework—**relevant** upper division classes (lower division only if outside major)

- Projects and/or Senior Thesis Topic—**if relevant** to application
- Study Abroad Program (include school name, location, dates and relevant coursework)
- Washington Semester Program (include location, dates and research paper topic if relevant)
- College transferred from (include school name, location, dates, GPA and relevant coursework)
- High School—**frosh and sophomores only**; only exception is if you are going to work for a politician from the district where your high school is located (include school name, location, dates, special honors such as 'Valedictorian')

EXPERIENCE

The most recent experience should be listed first. Layout and "cosmetics" are extremely important, as is brevity. List employers, city and state, dates employed (include month and year) and job title. Remember that experience is not limited to paid experience. Community service and volunteer work should be included. Military experience should be cited, if applicable.

- Organization name, location, dates (e.g., September 2003–May 2004) and position
 - List in reverse chronological order
 - Include unpaid positions, volunteer activities and on-campus jobs—**if significant**
 - If you have worked for several organizations, pick ones that are **most relevant** to your application
- Description of Responsibilities in Organization (2–4 responsibilities with bullet points)
 - Describe your experiences in terms of accomplishments
 - Do not use personal pronouns
 - Use action verbs to introduce responsibilities; e.g., Performed, Analyzed (refer to Power Words, page 20)
 - Quantify your achievements whenever possible; e.g., Increased club membership by 15%

LEADERSHIP ACTIVITIES

- Organization name, dates and position (preferably 4–5 activities; maximum 10)
- Community Service Activities; e.g., CIVITAS, America Reads, English as Second Language
- Varsity Sports; e.g., Letterman, Claremont-Mudd-Scripps Varsity Swimming Team
- Other Activities (affiliations may result in employer bias) e.g., Dormitory President, College Republicans
- Jobs you do not want in the 'Experience' Section;

The Resume

e.g., Student Assistant, International Place

- Description of Responsibilities in Organization—**only if space available**

SKILLS

Computer skills are often overlooked and forgotten when applying for “non-technical” positions. However, computer literacy is a high priority for most companies looking for qualified employees. Simply present a “grocery” list of hardware and software skills (i.e., Microsoft Word, Excel, PowerPoint, Windows 2000, IBM PC, Macintosh, MS-DOS, PageMaker, HTML).

- Computer/Research Skills—most relevant first; e.g., Bloomberg, LexisNexis, Microsoft Excel
- Language Skills—specify level of proficiency; e.g., Spanish (conversational), French (basic)
- Laboratory Skills—only if you are applying for scientific research positions (e.g., Radio Immunoassay, Microscopy)

OTHER INFORMATION

You may wish to highlight additional achievements or skills that are not easily incorporated into other sections. Simply create an appropriate heading and insert it in your resume so that it gets the attention it merits.

ACTION VERBS BY FUNCTIONAL SKILLS

COMMUNICA-TION / PEOPLE SKILLS	Expressed	Recruited	Performed	Diversified
	Formulated	Referred	Prepared	Documented
	Furnished	Reinforced	Repaired	Enforced
Addressed	Helped	Reported	Retooled	Established
Advertised	Identified	Represented	Shipped	Evaluated
Advised	Incorporated	Resolved	Tended	Executed
Aided	Influenced	Sold	Tested	Facilitated
Arbitrated	Informed	Solicited		Filed
Arranged	Inspired	Specified	ORGANIZA-TIONAL / DETAIL ORIENTED	Followed through
Articulated	Interacted	Spoke	Accomplished	Generated
Authored	Interpreted	Suggested	Achieved	Implemented
Clarified	Interviewed	Summarized	Analyzed	Incorporated
Co-authored	Involved	Synthesized	Approved	Inspected
Collaborated	Joined	Translated	Arranged	Judged
Communicated	Judged	Traveled	Assigned	Logged
Composed	Lectured	Wrote	Catalogued	Maintained
Condensed	Led		Charted	Met deadlines
Conferred	Listened	MANUAL SKILLS	Classified	Monitored
Consulted	Manipulated	Arranged	Coded	Negotiated
Contracted	Marketed	Assembled	Collated	Obtained
Conveyed	Mediated	Bound	Collected	Operated
Convinced	Merged	Built	Compared	Ordered
Coordinated	Moderated	Checked	Compiled	Organized
Corresponded	Motivated	Classified	Completed	Planned
Counseled	Negotiated	Constructed	Configured	Prepared
Created	Observed	Controlled	Consulted	Prioritized
Debated	Obtained	Cut	Contracted	Processed
Defined	Outlined	Designed	Controlled	Produced
Developed	Participated	Developed	Coordinated	Provided
Directed	Persuaded	Drove	Corrected	Purchased
Discussed	Presented	Handled	Corresponded	Recommended
Dispatched	Promoted	Installed	Decided	Recorded
Distinguished	Proposed	Invented	Delegated	Registered
Drafted	Publicized	Lifted	Developed	Reported
Edited	Read	Maintained	Dispatched	Reserved
Elicited	Reasoned	Monitored	Distributed	Responded
Enlisted	Recommended	Moved		Retained
Explained	Reconciled	Operated		Retrieved

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ACTION VERBS BY FUNCTIONAL SKILLS

Reviewed		Merged	Figured	Expedited
Routed	MANAGEMENT / LEADERSHIP	Moderated	Forecasted	Explained
Scheduled		Motivated	Maintained	Facilitated
Screened	Accentuated	Navigated	Managed	Familiarized
Set priorities	Administered	Organized	Marketed	Furnished
Standardized	Advanced	Originated	Measured	Generated
Submitted	Analyzed	Overhauled	Netted	Guided
Supplied	Appointed	Oversaw	Performed	Helped
Systemized	Approved	Performed	Planned	Inspected
Tabulated	Assigned	Planned	Prepared	Installed
Updated	Attained	Presided	Programmed	Insured
Validated	Chaired	Prioritized	Projected	Integrated
Verified	Considered	Produced	Qualified	Intervened
	Consolidated	Recommended	Reconciled	Issued
TECHNICAL	Contained	Recovered	Reduced	Led
Adapted	Contracted	Recruited	Researched	Listened
Applied	Controlled	Reorganized	Retrieved	Mentored
Assembled	Converted	Replaced	Solved	Motivated
Automated	Convinced	Restored	Trimmed	Prevented
Built	Coordinated	Restructured	Yielded	Provided
Calculated	Cut	Reviewed		Purchased
Computed	Decided	Salvaged	HELPING / PROVIDING SERVICE	Referred
Conserved	Delegated	Saved	Adapted	Rehabilitated
Constructed	Developed	Scheduled	Adjusted	Rendered
Converted	Directed	Secured	Advised	Repaired
Debugged	Doubled	Selected	Advocated	Represented
Designed	Eliminated	Streamlined	Aided	Resolved
Determined	Emphasized	Strengthened	Answered	Simplified
Engineered	Enforced	Supervised	Arranged	Spoke
Engineered	Enhanced	Troubleshoot	Assessed	Submitted
Fabricated	Established		Assisted	Supplied
Fortified	Evaluated	FINANCIAL	Attended	Supported
Installed	Examined	Adjusted	Cared	Volunteered
Maintained	Executed	Administered	Clarified	TEACHING SKILLS
Operated	Expanded	Allocated	Coached	Adapted
Overhauled	Facilitated	Analyzed	Collaborated	Adopted
Printed	Generated	Appraised	Contributed	Advised
Programmed	Handled	Audited	Cooperated	Benchmarked
Rebuilt	Headed	Balanced	Coordinated	Briefed
Rectified	Hired	Budgeted	Counseled	Clarified
Regulated	Hosted	Calculated	Delivered	Coached
Remodeled	Implemented	Computed	Demonstrated	Communicated
Repaired	Improved	Conserved	Developed sensitiv-ity	Conducted
Replaced	Incorporated	Corrected	Diagnosed	Coordinated
Restored	Increased	Decreased	Directed	Counseled
Solved	Initiated	Detailed	Educated	Critiqued
Specialized	Inspected	Determined	Encouraged	Decided
Standardized	Instituted	Developed	Ensured	Developed
Studied	Led	Estimated		Empowered
Upgraded	Managed	Evaluated		
Utilized	Managed	Extracted		

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ACTION VERBS BY FUNCTIONAL SKILLS

Enabled	Verified	Instituted	Clarified	Monitored
Encouraged		Integrated	Collected	Observed
Enlightened	CREATIVE	Introduced	Compared	Organized
Evaluated	Abstracted	Invented	Compiled	Proved
Explained	Acted	Launched	Computed	Published
Facilitated	Adapted	Memorized	Conducted	Researched
Focused	Began	Modeled	Correlated	Reviewed
Guided	Combined	Modified	Critiqued	Scanned
Influenced	Composed	Originated	Decided	Searched
Informed	Conceptualized	Painted	Detected	Solved
Initiated	Condensed	Perceived	Determined	Studied
Inspired	Created	Performed	Diagnosed	Summarized
Instilled	Customized	Photographed	Differentiated	Surveyed
Instructed	Designed	Planned	Discovered	Synthesized
Invented	Developed	Published	Documented	Systematized
Motivated	Devised	Revised	Evaluated	Tested
Participated	Directed	Revitalized	Examined	
Persuaded	Displayed	Set	Experimented	
Provided	Drew	Shaped	Explored	
Represented	Entertained	Shared	Extracted	
Schooled	Established	Solidified	Extrapolated	
Shaped	Explored	Solved	Gathered	
Shared	Fashioned	Synthesized	Hypothesized	
Simulated	Formulated	Visualized	Identified	
Stimulated	Founded	Wrote	Inspected	
Supported	Generated		Interpreted	
Taught	Illustrated	RESEARCH /	Interviewed	
Tested	Imagined	INVESTIGATION	Invented	
Trained	Imported	Analyzed	Investigated	
Transmitted	Improvised	Branded	Linked	
Tutored	Initiated	Calculated	Located	
Valued	Innovated	Catalogued	Measured	

VISIT ON THE WEB:

Websites for Resume Writing Assistance

Career Journal	www.careerjournal.com	Job Web	www.jobweb.org
CollegeGrad.com	www.collegegrad.com	The Riley Guide	www.rileyguide.com
Hot Jobs	www.hotjobs.com	Vault	http://csc.claremontmckenna.edu/links.asp

Resume Examples

Address until May 10, 2008
742 North Amherst #867
Claremont, California 91711
909-607-0000

Address after May 11, 2008
75 Washington Road
Portland, Oregon 97209
503-605-7986

Capt O. Hill
ohill08@cmc.edu

Claremont McKenna College, Claremont, California
Bachelor of Arts in Philosophy, Politics, and Economics
Grade Point Average: 3.5 / 4.0
Award: Political Education Fellow (Summer 2008), Edward J. Sexton Fellow
Relevant Coursework: American Politics (Honors Seminar), American Presidency
Relevant Research Papers: 'Electoral College: Success or Failure?'

Portland High School, Portland, Oregon
Grade Point Average: 4.0 / 4.0
Award: High School Valedictorian
Relevant Advanced Placement Classes: U.S. Government and Politics, U.S. History

EDUCATION

Henry Salvatori Center for the Study of Individual Freedom, Claremont, California
Research Assistant
September 2006 – Present
• Planned, organized and coordinated policy conferences featuring national leaders

Claremont Post Side, Claremont, California
Founding Member and News Editor
September 2006 – Present
• Raised \$500 for the newspaper and recruited 10 writers for the News Section
• Published Article: 'Affirmative Action and CMC's Admissions Policy'

America Counts, Claremont, California
Mathematics Tutor
September 2006 – Present
• Explained complex mathematics concepts to high-risk students
• Encouraged children to reach their full academic potential

John Locke Society, Portland, Oregon
Full-time Intern
June – August 2005
• Managed weekly speaker series featuring prominent scholars on issues of democracy
• Trained four new incoming interns on organization structure and event planning

Professor John Flutesnoot, Department of Government, Claremont, California
Research Assistant
January – May 2005
• Contributed to the research for the upcoming article 'Amie's California'
• Created the bibliography for the upcoming book 'American Politics'

Wyden for Senate Campaign, Portland, Oregon
Campaign Intern
June – August 2004
• Led a team of 12 volunteers in conducting opposition research
• Assisted in preparing press releases and participated in door-to-door canvassing

LEADERSHIP ACTIVITIES
Elected Dormitory President, Appleby Hall (2005- Present)
Founder, Claremont Pre-Law Society (2004- Present)
Member, Claremont Colleges Debate Union (2004- Present)
Member, Democrats of the Claremont Colleges (2004- Present)
Letterman, Claremont-Mudd-Scripps Varsity Swimming Team (2004- Present)

SKILLS
Computer / Research: Microsoft Excel, PowerPoint, LexisNexis, EDGAR, Microsoft Word

742 North Amherst #0000, Claremont, California 91711
909-607-0000 ching05@cmc.edu

CHA CHING

Claremont McKenna College, Claremont, California
Bachelor of Arts in Economics-Accounting with a Financial Studies Sequence
Grade Point Average: 3.5/4.0
• Awards: Robert A. Day Venture Capital Competition Winner, Henry R. Kravis Entrepreneurship Award Winner
• Finance Courses: Investment Valuation and Analysis, Corporate Finance, Math of Finance, Differential Equations
• Senior Thesis: Long Term Corporate Credit Ratings and Their Debt Issuance Predictive Power

London School of Economics, London, United Kingdom
Study/Abroad Program in Finance
September 2006 - June 2007
• Coursework: Options, Futures & Other Financial Derivatives, Forecasting Financial Markets

EXPERIENCE

Claremont McKenna College Career Services Center, Claremont, California
Career Consultant
August 2006 - Present
• Evaluate students' potential and interests and assist them in applying for jobs, internships and fellowships
• Assist students in revising resumes, cover letters, and application essays
• Organize and host employer presentations and industry nights

J. P. Morgan, London, United Kingdom
Global Equity Strategy Intern
September 2005 - June 2006
• Reviewed portfolios and recommended optimal asset allocation based on their risk tolerance and time preference
• Performed in-depth research of various securities
• Created local database to coordinate client services and prospecting efforts in accord with individual's preferences
• Organized educational seminars on estate planning, the 1997 Tax Reform Act and socially responsible investing

Goldman Sachs Global Markets & Investment Banking, Mumbai, India
Technology Mergers and Acquisitions Summer Analyst
June 2004 - August 2005
• Researched industry-specific trends, analyzed financial statements and conducted comparables analysis
• Performed a range of merger pricing analytics and applied DCF valuation techniques
• Produced pitch books and presentations for a number of prominent Silicon Valley technology clients
• Functioned as a sole analyst on a live project culminating in client adoption of a shareholder defense plan

Finance Institute of Claremont McKenna College, Claremont, California
Research Assistant
September 2004 - May 2005
• Contributed to financial research in the futures commodities markets
• Worked in a team of 5 Research Assistants and directed weekly group assignments

LEADERSHIP ACTIVITIES
• President, Claremont Investment Fund (2007-Present)
• Member, Claremont Investment Fund (2005-Present)
• President, Claremont Investment Research Society (2006-Present)
• Member, CIVITAS (Community Service Organization) (2005-Present)
• Letterman, Claremont-Mudd-Scripps Varsity Soccer Team (2005-Present)
• Founding Editor, Claremont Business Journal (2006-Present)

SKILLS
Financial Applications: Bloomberg, First Call, Prism / CDA Spectrum, SDC Platinum
Research Applications: EDGAR, LexisNexis, Garner, IDC, MILX, OneSource, Primark,
General Applications: Act! Database Manager, Microsoft Office, SPSS, E-Views, STATA
Language Skills: Spanish (basic)

Resume Examples

Phillip Appleby (Reverse Chronological)

Current Address: 742 North Amherst
Claremont, CA 91711
(909) 621-1234

Permanent Address: 2004 Beach Lane
Marina Del Rey, CA 90000

Education
Claremont McKenna College – Claremont, California
Bachelor of Arts in International Relations
G.P.A.: 3.4/4.0, Dean's List 2004 – 2006

Universidad de Salamanca – Salamanca, Spain
Study Abroad Semester Program

Experience

Enterprise Fleet Services – Gardena, California
Accounts Payable Intern

- Balanced vendor statements and filed vendor invoices
- Worked in professional team environment in order to meet fiscal year end deadlines
- Displayed excellent customer service and strong communication skills in dealing with vendors
- Developed lasting friendships with coworkers while keeping a professional atmosphere

Children's/House Management – Manhattan Beach, California
Self Employed

- Solved arguments and acted as a role model while providing child-care
- Planned educational activities and events for children while cooperating with parents
- Cared for children aged 6 months to 12 years old
- Managed and scheduled house calls for clients

Northlake Cabinet Corporation – Woodinville, Washington

- Organized cabinets in warehouses to make for more efficient loading and unloading
- Managed up to 3 client delivery requests per day throughout the Woodinville area
- Researched and implemented most efficient delivery routes

Marian Miner Cook Athenaeum – Claremont, California
Server

- Arranged tables and coordinated efficient cleanup as waiter at school sponsored dinners
- Improved customer service skills by interacting with guests and keeping friendly atmosphere
- Acted as a substitute when other servers were unavailable

CMS Weight Room – Claremont, California
Supervisor

- Kept weight room neat and tidy
- Utilized prior knowledge to answer questions

Leadership Activities

- Snow Club – Claremont McKenna College
October 2005 – Present
- NCAA Division III Football – Claremont-Mudd-Scripps Stags
August 2004 – November 2006
- Community Service – Christmas in April House Painting Project
April 2005 – April 2006

Skills

- Computer: Microsoft Excel, Access, PowerPoint, Word, Windows XP, and HTML
- Language: Spanish (written and oral)

PHILLIP V. APPLEBY (Functional Resume)

Current Address: 742 North Amherst
Claremont, CA 91711
(909) 607-0000

Permanent Address: 2004 Beach Lane
Marina Del Rey, CA 90000
(323) 555-2004

Education
Bachelor of Arts in International Relations
Claremont McKenna College – Claremont, California
G.P.A.: 3.4/4.0 (Dean's List 2004-2006)

Universidad de Salamanca – Salamanca, Spain
Study Abroad Program

STRENGTHS

Leadership

- Quickly solved arguments and acted as a role model while providing child-care
- Assisted in teaching Taekwondo classes after attaining second degree black belt status
- Elected captain of varsity high school football and basketball teams
- Three year starter on Claremont-Mudd-Scripps football team

Organizational

- Balanced vendor statements and filed vendor invoices as Accounts Payable Intern
- Planned educational activities and events for children while cooperating with parents
- Organized cabinets in warehouse to make for more efficient loading and unloading
- Aided in planning annual ski trips for Snow Club
- Arranged tables and coordinated efficient cleanup as waiter at school sponsored dinners
- Kept weight room neat and tidy as Weight Room Supervisor
- Maintained grades while balancing school and NCAA football

Interpersonal

- Effectively worked in professional team environment in order to meet fiscal year end deadlines
- Displayed excellent customer service and utilized strong communication skills while dealing with vendors for Enterprise Fleet Services
- Developed lasting friendships with coworkers while keeping a professional atmosphere at Enterprise
- Utilized prior knowledge to answer questions in weight room
- Interacted with guests and helped keep friendly atmosphere at Athenaeum dinners
- Experienced cultural differences through interaction with locals while traveling through Europe

EMPLOYMENT HISTORY

- Accounts Payable Intern – Enterprise Fleet Services, Gardena, California
Summer 2007
- Child Care/House Management – Self Employed, Manhattan Beach, California
Summer 2006
- Cabinet Delivery – Northlake Cabinet Corporation, Woodinville, Washington
Summer 2005
- Athenaeum Waiter – Claremont McKenna College, Claremont, California
February-May 2005
- Weight Room Supervisor – Claremont McKenna College, Claremont, California
February-May 2005

SKILLS

- Computer: Microsoft Excel, Access, PowerPoint, Word, Windows XP, and HTML
- Language: Spanish (written and oral)

ACTIVITIES

- NCAA Division III Football – Claremont-Mudd-Scripps Stags
August 2004-November 2006
- Community Service – Christmas in April House Painting Project
April 2005-April 2006
- Snow Club – Claremont McKenna College
October 2005-Present

Resume Examples

IVANNA JOB

742 N. Amherst Street, Box #742
Claremont, CA 91711
(909) 607-0000

621 Riverview Drive
Thiensville, WI 53092
(262) 238-1458

Education

Claremont McKenna College – Claremont, CA
Bachelor of Arts in Psychology

Awards/Honors: Distinguished Scholar (2006), Dean's List (2007), McKenna International Grant Recipient (2007)

G.P.A.: 3.77/4.00

Pitzer College in Nepal at Tribhuvan University – Kathmandu, Nepal
Study Abroad Program

Work Experience

Research Assistant – *Low Income Institute of Political Economy* – Claremont, CA
Conduct data analysis concerning the impact of international trade on California's economy by performing regression analysis, intensive graphing, and preparing economic data for publication.

Development Intern – *Thai Mueang Volunteers* – Phang Nga, Thailand
Facilitated contact between the organization and under funded schools in need of English teachers and then worked to develop an English program for the children in two of these contacted schools by hiring volunteer English teachers and contributing to the lesson plans.

Administrative Intern – *AIDS Resource Center of Wisconsin* – Milwaukee, WI
Analyzed administrative expense accounts, recommended cost-reducing measures, renegotiated contracts with suppliers, prepared budgetary information for forecasted administrative expenses for fiscal year 2000/01, and prepared grant applications.

Trip Counselor and Coordinator – *Frost Valley IMCA* – Claryville, NY
Led groups of 12 teenagers on cycling trips in Maine, Oregon, and Canada; planned and coordinated the trips, taught cycling and outdoor skills; responsible for food, lodging, and welfare of participants.

Leadership Experience

Claremont Colleges Outdoors Club – Claremont, CA
Club Coordinator
Coordinate the largest and most highly funded club at the Claremont Colleges. Supervise club staff, leaders, and all activities. Approve all outdoor club trips, fundraise, design new trips, and expand club scope and membership.
Safety/Fairness
Organized and planned training sessions for new leaders, reviewed trip protocols, assembled emergency medical kits, advertised and recruited new members and leaders.

Berger Hall – Claremont, CA
Dorm President
Planned dorm activities, parties, and trips with a budget of \$5,000; participated in Dorm Activities Council and helped to coordinate campus-wide events.

Skills and Interests

- Proficient in Nepali and Spanish
- Microsoft Excel, PowerPoint, Word and MIP (accounting software)
- Cycled from Paris to Madrid, avid mountain biker
- Backpacking as a leader and for recreation
- Traveled in Europe, Ireland, Australia, Thailand, and Nepal
- Photography club

IAM N. ACCOUNTANT

742 North Amherst #867, Claremont, California 91711
909-867-5309
iaccountant08@cmc.edu

EDUCATION

May 2008

CLAREMONT MCKENNA COLLEGE, Claremont, California
Bachelor of Arts in Economics-Accounting with an Ethics Sequence

- Summer Interns: Completed 150 semester hours (required for CPA examination)
- Accounting Coursework: Auditing, Tax Planning, Business Law, Financial Statement Analysis, Cost Management
- Business-related Coursework: Corporate Finance, Statistics, Macroeconomics, Microeconomics

BEIJING INTERNSHIP PROGRAM, Beijing, China
Study Abroad Program

July 2006 – December 2006

CLAREMONT MCKENNA COLLEGE, Washington, D.C.
Washington Semester Program

January – May 2006

EXPERIENCE

ADMISSIONS OFFICE, Claremont, California
Senior College Admissions Interviewer

- Interview prospective students; act as a resource for high school students and parents
- Analyze compatibility of interviewee and college; write and submit interview reports for records

DELOITTE & TOUCHE, Beijing, China
Audit Intern

June 2006 – December 2006

- Verified the clients' accounts with the involved parties and confirmed the posting to the documents
- Communicated with client and procured information required for audit procedures

FEDERAL ACCOUNTING STANDARDS ADVISORY BOARD, Washington, D.C.
Research Intern

June 2006 – August 2006

- Researched the effects expensing the 'Research and Development' account
- Assisted in writing advisory opinions on compliance with the Sarbanes-Oxley Act

INTERNAL REVENUE SERVICE, Washington, D.C.
Corporate Tax Return Audit Intern

January 2006 – May 2006

- Audited corporate tax returns of numerous Fortune 500 companies
- Assisted in the interrogation of representatives from these companies

THE SALVATION ARMY, New York, New York
Accounting Clerk

January 2005 – May 2005

- Reported directly to the controller while working with Accounts Payable and Accounts Receivable
- Learned about the processes of accounting in a non-profit organization

LEADERSHIP ACTIVITIES

President, Claremont McKenna College Accounting Association (2006-Present); Member (2004-Present)
Chief Financial Officer, Associated Students of Claremont McKenna College (2005-Present)
Community Service Representative, Benson Hall (2004-Present)
Staff Writer, AYER Yearbook (2004-Present)
Founder, Committee for an Ethical Business Community (2004-Present)

SKILLS

Computer/Research: Microsoft Word, Excel, PowerPoint, CCH Tax Research, EDGAR, LexisNexis
Language: Mandarin (proficient)

Resume Examples

BEN SON
bson09@cmc.edu
742 N. Amherst Ave., Box 2250
Claremont, CA 91711
(909) 607-1234

2009 Graduation Dr.
Los Angeles, CA 90041
(323) 853-1234

OBJECTIVE
A position in public relations involving photography, copywriting and editing publications.

EDUCATION
Claremont McKenna College
Bachelor of Arts in Literature with a Leadership Sequence
GPA Major Cumulative: 3.44 / 3.37
May 2009
Claremont, CA

Boston University
London Internship Program
Marketing and Public Relations
Fall 2007
London, UK

WORK EXPERIENCE
Public Affairs Assistant
Public Affairs Office, Claremont McKenna College
• Cover school functions and special activities, provide research and press releases for the Claremont McKenna College (CMC) website.
• Monitor CMC's coverage in national and regional publications; disseminate items of interest among CMC faculty and staff.
• Archive relevant articles into a searchable Microsoft Access database.
January 2006 – Present
Claremont, CA

Account Intern
CPR Worldwide, a Fleishman-Hillard company
• Created and edited management presentations for new account generation and client updates. Worked closely with 1 to 2 team members on layout design, content editing and information gathering; finished product was presented to top pharmaceutical companies.
• Worked extensively on a "reputation repair" pitch to a client that engaged in a massive recall following pressure from the U.S. Food and Drug Administration over potentially fatal kidney dialysis filters.
• Profited media coverage of new and existing drugs into reports which were used to gauge success of PR campaigns for several clients.
• Researched diseases, drug-methods and scientific journals to become knowledgeable about clients' products.
October – December 2007
London, UK

Management Intern
Specialty Car Rental, a National Car Rental affiliate
• Selected to serve as interim manager of the San Francisco and San Rafael offices; duties included office staffing, handling customer reservations and rentals, general troubleshooting, lot inventory and assessing fleet surpluses and shortages.
• Assisted with the relationship development and the logistics of a successful program between the rental agency and premier hotels.
• Maintained a "petty cash" account, developed tracking method and security measures.
May – August 2007
San Francisco, CA

LEADERSHIP ACTIVITIES
Editor-in-Chief, Ayer Yearbook
September 2007 – Present
Dorm President, Foran Newspaper
September 2007 – Present
Copy Editor, Foran Newspaper
January 2007 – Present
Tour Guide and Student Host, Volunteer Student Admissions Committee
January 2006 – Present
Choreographer and Cast Member, Under the Lights Productions
January 2006 – Present
Member, Photography Club
September 2005 – Present

SKILLS
Computer: Microsoft Access, Excel, PowerPoint and Word, Adobe PageMaker, Adobe Photoshop
Language: Spanish (Intermediate)

Sy N. Sluver
9999 Campus Street
Claremont, CA 91711
(909) 909 9999
ssluver08@cmc.edu

Education
Claremont McKenna College, Claremont, California
Bachelor of Arts in Biology and Chemistry (double major)
Grade Point Average: 3.8 / 4.0
Awards: National Science Foundation Grant (2006), McKenna International Internship Grant (2006)
September 2006 - June 2007
Study Abroad Program

Experience
Claremont McKenna College, Claremont, California
Biology Laboratory, Teacher's Assistant
Teach introductory experiments and grade lab reports.
September 2004 - Present

Oregon Health Science University, Portland, Oregon
Cytogenetics Laboratory Assistant
Karyotype abnormal, normal blood and amniotic fluid samples, counted cells, observed the procedure of tissue culturing (long and short-term cultures) including blood, bone marrow, tissue, chorionic villi and amniotic fluid samples.
June 2006 - August 2006

Royal Sussex County Hospital, Sussex, United Kingdom
Research Project
"The Effects of RNA Interference on Multidrug Resistant Small Cell Lung Cancer."
June 2005 - August 2005

Starship Children's Hospital of New Zealand, Auckland, New Zealand
Oncology, Labor and Delivery Department Volunteer
Took patients vitals, bathed and prepared infants, observed doctors' rounds.
June 2004 - August 2004

Harvey Mudd College & Keck Graduate Institute, Claremont, California
Research Assistant
DNA Conductivity and electrochemical impedance spectroscopy measurements using AFM and QCM.
June 2004 - August 2004

Activities
The Phi Beta Kappa Society (2006)
Hospital Volunteer (2000-present)
Habitat for Humanity (2003, 2004)
Pre-Med Club Member (2004-present)
Chocolate Chip Club Founder (2005-present)
Ultimate Frisbee Club (2004)

Skills
Computer: PubMed, Medline and Ovid databases, BLAST search, Microsoft Word, Excel, PowerPoint, Access
Foreign Language: French (basic), Latin (basic)
Laboratory / Instrumentation:
Atomic Force Microscopy (AFM)
QCM
Genetics: yeast, bacteria, fruit flies
Organelle isolation
Micropipettes
Pipet aid
Thermocycler
Minivision camera
Immunohistochemistry

Spectrophotometer
Gel electrophoresis: DNA, RNA protein
Vertical gel box
Horizontal gel box
Restriction analysis
Centrifugation
Sub cellular neural recording
Southern and western blots

References
Professor Molecule
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Professor Adam Atom
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Dr. A. Einstein
Relativity Center
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Los Angeles, CA 90210
(301) 301-0003
einstein@relativity.net

How to Write A Great Cover Letter

While your resume is a summary of your credentials, your cover letter should essentially be a sales pitch. Your aim is to demonstrate why your skills and your background make a perfect match for the position for which you're applying. Don't summarize your background in the cover letter—you have already done that on your resume—but remember that employers typically receive hundreds of resumes for each job opening and a great cover letter can help you stand out from other job seekers.

The best way to distinguish yourself is to highlight a few of your accomplishments or abilities that show you are an above-average candidate for this position. This will increase your chances of being remembered by the recruiter and of getting to the interview where you can elaborate on the rest of your accomplishments.

Your letters should not only convey your interest and qualifications, but also give the employer an opportunity to observe your attentiveness to detail, spelling, grammar, and the overall quality of your written communication. **Flaws in your letters will often be interpreted as flaws in your qualifications.**

You can also gain an extra edge by showing that you have some specific knowledge about the company and the industry. This shows that you are genuinely interested in the job you are applying for and that you are not blindly sending out hundreds of resumes. Employers will also view your interest as an indication that you are likely to stay with the company for a substantial period of time if you are hired.

PREPARE

It's not enough to glance at a job opening and start writing your cover letter. You've got to make sure the letter looks right and that it doesn't sound like you've sent the very same one to many other employers. Tailoring your letter specifically to the company and the position will impress recruiters and give you an added edge.

1. Read the job description and identify your specific qualifications that meet the needs of the employer.
2. Look for key knowledge, skills, and experiences that fit the job.
3. "Translate" into the language of the employer if necessary, focusing on "transferable skills."
4. Gather information about the company, including speaking to people who can give you inside information.

Consult the web for company home pages, analysts' reports, newsgroups, and message boards; use web

browsers like Google.com, Yahoo!, and Alta Vista and sites like WetFeet.com, Vault.com, Lexis/Nexis.com, Hoovers.com, and Reference.com looking for information on the company's history, new products or services, size, sales revenue and locations.

Check the CSC library for directories, books, brochures, and files about employers.

Attend employer-sponsored events and speak with representatives to get a sense of the organization's culture as well as its particular employment needs.

Ask everyone you know for referrals to (former) company employees; find alumni using the alumni binders, then do informational interviews to learn as much as you can from these "supportive insiders."

WRITE

Draft the letter, ideally with a few different openings, middle and closing paragraphs, in your own style but following the guidelines below and using the samples that follow (for ideas, NOT text to copy!).

The following format is the clearest and most straightforward but others in the samples are acceptable.

Err on the side of formality and don't abbreviate any more than necessary.

REVIEW

Have a few people review and make editorial suggestions about your letter. Family and friends, career center staff, (former) employers, and faculty members are among those who should be considered for this role.

REVISE

Make changes to strengthen your letter based on the feedback you received in step 4 before sending it.

FOLLOW UP

Contact the person to whom you addressed the letter in a week or so if you haven't heard back to be sure it was received and to inquire about next steps.

STUDYING OFF CAMPUS?

If you are studying abroad or in DC, you can still apply for summer internships but you MUST indicate in your cover letter that you are currently studying off campus. Some employers are willing to interview by phone. If you are selected for an on-campus interview, **do not** sign up for an interview time. Instead contact Charlene Kile, ckile@cmc.edu to get instructions for setting up a phone interview.