

LAGRANGE

C O L L E G E

Center for Leadership and
Career Development

Résumé Guidebook

LaGrange College Center for Leadership and Career Development

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RESUME CHECKLIST

*The following checklist will help you develop and critique your resume.
Please make sure you follow this checklist carefully BEFORE your appointment.*

SUGGESTED RESUME FORMAT

Contact Information:

- Name. Use a font size larger than the largest font in the resume so it stands out. The rest of your contact information can be in the smaller font size.
- Your current **mailing address**.
- Your **phone number**. (Be sure to have voicemail with a professional message.)
- E-mail address**. Many employers make contact through e-mail. If needed, change your username to make it more professional. Also, be sure to check this account frequently.
- URL of your web site. That is if you have one and **only** if the content is appropriate for employer viewing.
- Remove any automatic hyperlinks on your e-mail address and URL.

Objective (optional section)

- Keep your objective **short and concise** by simply stating the industry and/or job title and the company name (for example, “Seeking position as assistant account manager with IBM”).
- Eliminate **personal pronouns** such as “I” and “my” from your objective.

Education

- List degrees in reverse chronological order (most recent listed first).
- Spell out** degrees (i.e. “Bachelor of Science in [your major]”, not “BS”).
- Include the **city and state** after the institution name (there is no need to include the zip code).
- List the **month and year** of your graduation. Do **not** put “expected” or “projected” graduation (i.e. if you are graduating in May 2005, put “May 2005”).
- Include GPA if it is a 3.0 or above, and use “GPA” (not “G.P.A.”). Round the number off (i.e. 3.25, not 3.249).
- Do **not** include your high school information on your resume after your freshman year.

Experience

- List your experience, starting with the most recent position (**reverse chronological order**).
- Include full- and part-time jobs, paid or unpaid internships and volunteer work, especially if it is related to your desired job.
- Include city and state **only** for employer location, **not** the complete address.
- Include the **month and year** of employment, **not** exact dates.
- Do **not** include unnecessary information such as supervisor’s name, salary, type of job, etc.
- List job descriptions/duties with **bullets** instead of writing them in paragraph form.
- Use **strong action words** to describe what you did in your past jobs (**avoid** passive phrases such as “responsible for”, “assisted with” and “duties included”).
- Use appropriate **verb tense**. Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.
- Include numbers to **quantify** experience where possible. For example, # of employees supervised, \$ amount of budget managed, # of workshops taught, or projects coordinated, \$ amount saved by your ingenuity.

- Focus on what you **accomplished** and how you were **valuable** to past employers, **not** on your responsibilities. For example, **instead of** “Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors,” **try** “Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, 5 of whom were rapidly promoted.”

Skills

- Include **computer** skills and name the software programs in which you are proficient.
- Include language skills if applicable. List your native language, if not English.

Optional Categories

Include some of the following categories in addition to those listed above as applicable experience:

- Related Coursework
- Honors/Awards
- Extracurricular Activities
- Volunteer Work or Community Service
- Certifications/Licenses
- Campus Leadership and Involvement
- Course Projects
- Research
- Publications
- Presentations

GENERAL GUIDELINES

- A resume is a marketing tool, **not** a complete job history. Include **only** the items that will help you get the job you want.
- Your resume should be **one to two full pages** in length. A couple of lines hanging over at the top of a page can usually be moved to the previous page.
- Your document should look **balanced**, be pleasing to the eye, and be **easy to read**.
- Your resume format (bolding, italics, etc.) **must be consistent** throughout your document.
- The body text should not be too small (**no less than 10 pt.**) or too large (**no more than 12 pt.**).
- Do **not** use personal pronouns like “me” and “I.” (Example: Instead of "I supervised..." simply say "Supervised...").
- Use consistent and **proper punctuation**. Be aware that you do not need a period at the end of a bulleted phrase.
- Do **not** include a list of professional references. This should be a **separate** document in the same format as your resume.
- Include a statement at the bottom of your resume that refers to the availability of your references only if spacing allows. This is not a necessary section of the actual resume.
- Run a **spell check** and **proofread** carefully.

Perfecting the Resume Bullet Point

Task(s)	Transferrable Skills	Results
What did you do in this position?	What skills did you develop as a result of this task? Or What skills did you demonstrate in this task?	Can you quantify any results?

EXAMPLE:

Task(s)	Transferrable Skills	Results
Chaired community service committee in my student organization	Leadership, collecting and analyzing data, event planning	Increased community service participation from 38% of the membership to 82%
Putting it all together:		
<ul style="list-style-type: none"> ● Increased community service participation by 44% by assessing members, analyzing and interpreting the data, and creating opportunities in which members could serve 		

Pick one of your work experiences and write two bullets.

Company	Location	Dates
Position Title:		

Task(s)	Transferrable Skills	Results
Putting it all together:		

Task(s)	Transferrable Skills	Results
Putting it all together:		

Identifying Your Transferrable Skills

ANALYTICAL

Analyzed
Assessed
Compared
Critiqued
Devised
Diagnosed
Estimated
Evaluated
Identified
Interpreted data
Investigated
Made decisions
Observed
Predicted
Projected
Proved
Researched
Reviewed
Screened
Solved problems
Studied
Surveyed
Tested
Thought critically
Validated

COMMUNICATION

Communicated
Conveyed
Debated
Defined
Described
Drafted
Edited
Explained
Interacted
Interviewed
Listened
Presented
Published
Read
Reflected
Reported
Responded

Spoke in public
Summarized
Translated
Wrote

CREATIVE

Acted
Advertised
Authored
Conceptualized
Created
Designed
Developed
Displayed
Entertained
Illustrated
Improvised
Innovated
Performed
Produced
Promoted

FINANCIAL

Appraised
Audited
Balanced
Budgeted
Calculated
Earned
Invested
Merchandised
Raised funds
Purchased

HELPING

Advised
Assisted
Coached
Collaborated
Counseled
Fostered
Guided
Informed
Mentored
Served

Supported
Taught
Tutored
Trained
Volunteered

LEADERSHIP

Assigned
Authorized
Chaired
Directed
Delegated
Enforced
Facilitated
Founded
Handled a crisis
Hired
Implemented
Initiated
Managed change
Presided
Recommended
Supervised

ORGANIZATIONAL

Administered
Categorized
Collected
Compiled
Consolidated
Coordinated
Entered data
Maintained
Managed time
Monitored
Organized
Planned
Prioritized
Processed
Recorded
Ran reports
Scheduled

PERSUASION

Encouraged

Influenced
Mediated
Motivated
Persuaded
Negotiated
Recruited
Sold

TECHNICAL

Assembled
Constructed
Compiled
Engineered
Installed
Inspected
Integrated
Operated
Measured
Programmed
Repaired
Upgraded

ADDED VALUE

Adapted
Enhanced
Improved
Maximized
Minimized
Shaped
Streamlined
Strengthened
Supplemented
Updated

*Utilized this list to identify action verbs to begin the bullet points on your resume. These words are especially helpful in highlighting your accomplishments.

MORE EXAMPLES OF TRANSFERABLE SKILLS:

Leadership – Knowledge, Judgment, or Skill to:

- Exhibit self-motivation and a positive attitude
- Encourage effective teamwork
- Design and implement plans of action
- Set goals and follow through
- Assess and evaluate situations effectively
- Manage time efficiently and effectively through scheduling and prioritizing
- Organize and plan projects or events
- Use integrity in decision-making

Program Administration – Knowledge, Judgment, or Skill to:

- Interpret rules and regulations
- Analyze data and information
- Present ideas efficiently, both orally and in writing
- Create innovative solutions to complex problems
- Ensure that tasks are completed on time
- Prioritize daily workload

Information Management – Knowledge, Judgment, or Skill to:

- Research, investigate, and compile information
- Compile, sort, and interpret data
- Formulate relevant questions and develop ways to supply and clarify answers
- Communicate facts and ideas clearly, both orally or in writing
- Learn and use various computer programs and other information technology
- Access and apply specialized knowledge
- Manage a budget and keep accurate financial records

Creativity – Knowledge, Judgment, or Skill to:

- Solve problems creatively, logically, and practically
- Design activities to interest participants
- Market and display products to appeal to target audiences
- Create visually intriguing and skilled designs, displays, or works of art
- Demonstrate convincing public speaking or acting skills
- Design web pages

Interpersonal Communications – Knowledge, Judgment, or Skill to:

- Listen actively and attentively
- Delegate tasks and responsibilities
- Interpret behavior and emotional patterns in individuals and groups
- Teach, supervise, and train others using easy-to-understand concepts and hands-on experience
- Display understanding of and respect for people from diverse backgrounds
- Express ideas and thoughts based on facts
- Mediate conflict with tact and diplomacy

Personal Development – Knowledge, Judgment, or Skill to:

- Identify, describe, and assess needs, values, interests, strengths, and weaknesses of individuals
- Instill self-confidence and self-esteem in others
- Develop an ethical personal moral code
- Demonstrate flexibility and commitment to change and learning
- Learn the value of hard work and persistence
- Devise several ways to deal with extra stress
- Build from an historical perspective

Pouncer Panther

pouncer@student.lagrange.edu
601 Broad Street, LaGrange, GA 30240
555-555-5555

EDUCATION:

LaGrange College, LaGrange, GA

Bachelor of Arts in Psychology, May 2016

- GPA: 3.6/4.0

HONORS AND AWARDS:

Omicron Delta Kappa

Psi Chi

Nominee for the LaGrange College Student Leadership Scholarship

EXPERIENCE:

LaGrange College, LaGrange, GA

Resident Advisor, August 2014 – Present

- Plan and supervise activities for the college's resident students
- Demonstrate organizational skills and communication skills through developing relationships with students, staff, and faculty

LaGrange College, LaGrange, GA

Psychology Research Assistant, August 2012 – Present

- Assist professors with research for class lesson plans
- Conduct research on new classroom techniques
- Proofread documents such as syllabi and handouts

Community Child Care and Referral, LaGrange, GA

Teacher, May – August, 2010 – 2013

- Listened actively and attentively to each child
- Interpreted behavioral and emotional patterns so that each child is educated effectively

Carelink AmeriCorps, LaGrange, GA

AmeriCorps Member, September 2005 – June 2007

- Assisted the elderly and disabled in order to prolong the time that they are able to live at home
- Increased interpersonal skills while supporting families of those who are shut in

CAMPUS INVOLVEMENT:

- LaGrange News, **Reporter**, 2013 – Present
- Habitat for Humanity, **President**, 2013 – 2015; Member, 2008 – Present

Warren Johnson

555 Broom Street, Somewhere, GA 55555 ▪ (Cell) 555-555-5555 ▪ (Home) 555-515-5555 ▪ wjohnson@email.com

EDUCATION:

Bachelor of Science in Computer Science

LaGrange College, LaGrange, GA, May 2005

RELEVANT COURSE PROJECTS:

- **Software Engineering:** Led a team, implemented an online computer store
- **Database System:** Created a database system individually for insurance agencies
- **Hardware Design:** Served on a team, developed a multi-cycle CPU

EXPERIENCE:

Computer Lab Assistant

Multimedia Center, Valley College, Valley, GA, May 2003 – September 2005

- Provided technical support for all computer-related needs
- Installed, configured, and maintained application programs
- Updated websites using DreamWeaver, Adobe GoLive, and FrontPage
- Shot and edited movies and uploaded them to the Multimedia Center website

Customer Service Representative

AsiaTone, LLC., New York, NY, July 2001 – May 2003

- Answered phone calls and explained services and products
- Solved customers' issues, including difficulties of making calls and requesting credits, through active listening
- Promoted new services and products to prospective customers
- Trained five new employees successfully

INVOLVEMENT:

LaGrange College Orientation Team

- **Mentor**, May – August, 2004 – 2005
- **Leader**, May – August, 2003 – 2004

Beta Eta Fraternity – LaGrange College

- **Service Chair**, August 2003 – December 2004
- **Web-Master**, August 2002 – May 2005

Valley College Service League

- **Member**, June 2002 – August 2005

HONORS:

- Computer Science: Junior and Senior of the Year, 2004 & 2005
- Jay Hix Computer Science Award, 2005
- Marty B. Johnson Information Technology Award, 2003

TECHNICAL SKILLS:

- **Programming Languages:** C/C++, Java, Perl, SQL, VHDL, Scheme
- **Operating Systems:** Windows 95/98/ME/2000/XP/NT, DOS, UNIX, Mac OS
- **Software Packages:** MS-Visual Studio, JDeveloper, MySQL, MatLab, Max+Plus
Dr. Scheme, DreamWeaver, Adobe GoLive, FrontPage, iMovie
- **Other Skills:** MS-Word, Excel, Access, PowerPoint, CompRater, ProRater, Regular Expression, Turing Machine, Finite State Machine

Allison Jones

ajones@email.com
555-555-5555

5555 Mill Road
Valley, Alabama 55555

EDUCATION:

LaGrange College, LaGrange, Georgia

Bachelor of Arts in Religion, May 2013

- GPA: 3.8
- Honors: Nominated for *Who's Who in American Colleges and Universities* (2009), Dean's List (2010 – 2012)

CHURCH MINISTRY EXPERIENCE:

Valley United Methodist Church, Valley, Alabama

Youth Director, January 2009 – Present

- Supervise eight student leaders during Sunday night Youth Group meetings
- Organize monthly group events and three large, annual trips
- Prepare lesson plans and speak at weekly meetings with the junior- and senior-high youth
- Teach senior high Sunday School lessons
- Support youth and adults by attending personal events, such as sport games and honors days

Christian Student Union - Valley College, Valley, Alabama

Fellowship Coordinator and Outreach Chair, January 2009 – August 2011

- Delegated committees to plan and implement events and activities
- Coordinated Drama Team, Sunday Morning breakfasts, and weekly Bible Study

RELEVANT EXPERIENCE:

Alpha Phi Omega (National Service Fraternity) – LaGrange College, LaGrange, Georgia

Secretary, August 2010 – December 2012

- Created service projects for the community and campus
- Hosted an annual Service Week for the college community

LaGrange College, LaGrange, Georgia

Religion Department, August 2006 – Present

- Assist with research, proofread documents, and review potential textbooks for classes
- Organize job listings, graduate school information, and 'Religion in the News' department boards

CONFERENCES AND WORKSHOPS:

- **Presenter:**
 - “Working with Youth,” United Methodist Church Workshop, Atlanta, GA (May 2010)
 - “How to be a Woman Leader in the Church,” Atlanta, GA (July 2009)
- **Attendee:**
 - Conference for United Methodist Church College Students (November 2009, 2010, 2011)
 - Conference for United Methodist Church Youth Leaders (April 2009, 2011, 2012)