



The purpose of your resume is to get you an interview for a position that interests you. Therefore, while your resume is about you, it is not for you; it's for the employer. Your resume must quickly, clearly, and concisely show the hiring manager that you have the knowledge, skills, abilities, and desire for their position. This document briefly outlines how to successfully present your background and desire for a position. More detailed documents and videos are available in the Handshake Resources section.

Steps for writing an effective resume are below, but the most important steps before you begin writing: self-exploration, networking, industry research, and identifying opportunities that excite you.

DOCUMENT FORMATTING: BE CONSISTENT AND CLEAR

- Lengths: One page for those with fewer than 5-7 years of professional experience
- Margins: $\frac{3}{4}$ inch to 1 inch on all sides
- Font: Serif font (Times New Roman), 10-12-point size (including your name)
- Do not use templates, columns, tables, graphics, pictures, icons
- Be consistent: use the same formatting and style throughout
- Bullet points: only solid black bullets, no sub-levels, text should line up with text
- Date and location on right side of document; use "right tabs" not spacebar
- Use all caps, small caps, bold, and italics judiciously and consistently
- Do not use "I" or "me." Not necessary to use articles (an, a, the)

STRUCTURE AND LAYOUT: KEY INFORMATION EARLY AND OFTEN

- Name and Contact: Name is first followed by current address, email, and phone number
- Education: List most recent program first; (only include high school when you are a freshman); include higher-level courses that relate, awards, GPA, major research
- Experience: List in reverse chronological order with location, dates, and title; includes jobs, internships (paid/unpaid), volunteer work, relevant class projects, research experiences, etc.
- Other Experience Sections: May include Leadership, Volunteer, Related, or International. Select experience categories appropriate to your background and what you want to showcase to an employer
- Skills: Include this section when you have specific technical skills specifically related to the position, including software, hardware, foreign languages, etc
- Other Sections: When relevant include international experiences, certifications, professional associations—only when they don't take space from important information.

CONTENT: SPEAK THEIR LANGUAGE

- Give the employer exactly what they want: read the position description carefully. Focus your resume on the top skills and abilities mentioned. Translate your resume into their language
- Start bullets with an action verb that is one of the skills mentioned in the job description
- Answer the "So What?" question: The most important information on your resume are accomplishments, how your efforts brought value, and how you used each skill to do it
- Quantify your accomplishments. Numbers enhance credibility and jump off the page
- Include relevant details on the people, process, and tools you used for each. Give as much detail as you can while keeping the descriptions simple, without jargon or tech speak
- Write bullets in present tense for ongoing experiences; past tense when they are complete



JANE M. CAREER

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EDUCATION

Johns Hopkins University

Baltimore, MD

Bachelor of Arts: Political Science, Minor: Sociology (CGPA: 3.65)

Expected May 2018

- Honors/Awards: Dean's List (2015, 2016), Provost's Undergraduate Research Award
- Relevant Coursework: Social Policy of the U.S., Non-Profit Management

PROFESSIONAL EXPERIENCE

Johns Hopkins University, Career Center

Baltimore, MD

Peer Assistant

June 2015-Present

- Lead team of 5 student workers advertising career related programming by developing and disseminating weekly newsletter to approximately 7,000 undergraduate and graduate students.
- Manage integration of social media platforms such as Twitter and Facebook into student event marketing plan. Student participation has increased 25%.

Banana Republic

Seattle, WA

Sales Associate

May-August 2012-2014

- Led team of sales associates that designed innovative "Back to School" promotion flyer using Photoshop Pro distributed in print and social media.
- Advised individual customers on purchases and managed customer returns for high volume retail clothing store. Earned "Star Employee Award" June 2013 for highest sales percentages.

STUDENT LEADERSHIP AND VOLUNTEER ACTIVITIES

Students Taking a New Direction (STAND)

Baltimore, MD

Mentor

September 2015-Present

- Mentor and tutor 16-year-old girl for 2 hours per week following agreed upon learning outcomes.
- Prepare and facilitate practice exams in algebra and chemistry for 20 high school students.

Circle K

Baltimore, MD

Volunteer

September 2015-May 2016

- Managed large events such as campus blood drive and egg hunt for 50 children.

National Honor Society

Seattle, WA

Secretary

September 2013-May 2014

TECHNICAL SKILLS

Computers: Microsoft Word, Excel, Access, PowerPoint; SPSS; and Stata

Languages: Spanish (intermediate); Chinese (advanced speaking, intermediate writing)