



Career Services

Trinity College: Hartford, CT

Create a Resume

Resumes describe what you have been **responsible** for and what you have **accomplished**.
Good resumes show how your qualifications fit the requirements of the jobs to which you apply.

Create a draft resume and ask the CSO staff for help.

Never send a resume without a cover letter

Things to think about as you pull your resume together:

- Tailor your resume slightly for each occupation or job of interest.
- Use action phrases -- not complete sentences (see examples).
- Most occupations require abilities like reliability, teamwork, and communication.
- Non-work activities add experience to your resume.
- Highlight specific achievements.
- Include quantifiable results where possible.
- Identify increases in responsibility.
- Mention special work related skills.
- Identify coursework relating to the employer's needs.

Typical Section Headings (See sample resumes for formatting ideas)

EDUCATION

- List your most recent degree institution first.
(E.g. Trinity College, Bachelor of Arts in [Major], expected in May 200X)
- List coursework relating to employer's needs in this section.
- Include your GPA if it is 3.0 or better.
- Include your major GPA if it is .5 higher than your overall GPA.
- Include any study away experience.
- If you have room add in your high school.

EXPERIENCE

- Each experience needs a job title, employer name, city, state, dates you worked there and a description.
- Descriptions should detail duties you were responsible for and things you accomplished.
- Start descriptions with action words and don't ever use first person (I, me, my, etc...)
- Descriptions do not have to be complete sentences. Bullet points are great to use.

SKILLS

- Computer: List familiarity with computer software and hardware systems, applications and programs
- Language: State degree of proficiency (fluent, proficient, knowledge of) in reading writing and speaking foreign languages

HONORS & AWARDS

- List academic, leadership, athletic honors, etc...

ACTIVITIES & INTERESTS

- List your involvement in different organizations or projects. Start with everything you think might be relevant, and then see the CSO staff for help.
- Highlight any positions where you have held or shown leadership.

Resume FAQ's:

Q: Does my resume have to be one page?

A: Not when you bring it to us for review, but in all likelihood, it will be one page when you leave.

Q: But I have too much stuff to fit it on one page!! Do I have to start cutting things off?

A: No! Leave everything on there and bring it to one of the CSO staff, preferably in an electronic format (email or disk). We have lots of practice squeezing 10 pounds of “experience” into 5 pound bags, as well as expanding 5 pounds into 10 pound bags!

Q: How do I write a good objective?

A: There is no such thing. Forget about putting objectives on resumes. Your objective will be expressed in the cover letter accompanying your resume.

Q: Should mention where I went to high school?

A: If it is a name that someone might recognize or if your high school is geographically close to the area where you are looking for a job, then it doesn't hurt to have the name on there.

Q: While we are on the subject, should I list all of the great stuff I did in high school?

A: Good question, and there is no simple answer. Generally, the further you progress in your college career, the less relevant *most* of your high school experiences become. First year students will invariably have the right to list more of their high school accomplishments than juniors and seniors will. The goal is to continually pursue new experiences while in college that are more relevant than those from high school. Feel free to list everything; we will help you with specifics.

Q: What if the jobs I have had are not related to what I want to do? Should I still list them?

A: Of course! Everything you have done, each job, each class, each activity or sport is important and makes you who you are. You would be amazed at how skills from one job can be related to a totally different job!

Q: Should I have more than one person look over my resume?

A: The answer is YES. Resume writing is a SKILL, and good resumes are a perfect blend of art and science. Show it to several people and you may receive some seemingly contradictory advice, but remember: THERE IS NO ONE CORRECT WAY. Gather opinions then use your own judgment. Flip a coin if decision making isn't your thing.

Q: What kind of paper should I use?

A: High quality bond paper, at least 50% cotton content. We have free bond paper and envelopes for you in the CSO. Your resume, cover letter and envelopes should all be of the same paper.

Q: I am overwhelmed by all of this! Will Career Services write my resume for me?

A: No.

Q: What is the first thing I should do with my new resume?

A: Upload it into Trinity Recruiting.

Q: How?

A: That is another guide.

Scannable Resumes

Many large companies, and a growing number of small ones, use computers to sort the hundreds of resumes they receive. These companies scan paper resumes into a computer database. When managers need to fill a position, they program the computer with keywords that describe the qualifications they want in a candidate. The computer then searches its database for resumes that include those keywords. The resumes with the most matches are forwarded to the managers.

- In the experience and activities descriptions, use keywords specific to the job to which you are applying, try to use words listed in the job posting where applicable.
- Use non-textured white or off-white paper with black letters.
- Choose a well-known font such as Times New Roman, Arial, or Courier.
- Pick a font size of 10 to 14 points, and do not condense spacing between letters.
- Do not underline or italicize text, and do not use asterisks or parentheses. Modern systems can understand bold, but older systems might not. You can still distinguish headings by using capital letters.
- Avoid boxes, graphics, columns, and horizontal or vertical lines.
- Put your name on its own line at the top of the page. Also, give telephone numbers their own lines.
- Do not staple or fold your resume.

ACTION WORDS

Use these action words to enhance your resume and to make your descriptions more powerful!
(Present tense for present jobs/experiences, past tense for past jobs/experiences)

achieved	created	guided	persuaded
activated	curtailed	governed	planned
adapted	decided	illustrated	produced
administered	delegated	improved	promoted
advertised	demonstrated	increased	publicized
advised	designated	instructed	published
advocated	designed	interpreted	recommended
analyzed	determined	introduced	replaced
appraised	developed	invested	reported
assembled	devised	investigated	researched
attained	directed	lectured	restored
augmented	discovered	maintained	serviced
balanced	distributed	managed	solved
coached	educated	measured	sponsored
collaborated	eliminated	merged	strengthened
collected	encouraged	minimized	studied
communicated	endorsed	modernized	suggested
compared	established	modified	supervised
compiled	estimated	motivated	supplemented
computed	evaluated	negotiated	surpassed
consolidated	examined	observed	synthesized
consulted	exchanged	obtained	taught
controlled	executed	operated	trained
converted	expanded	organized	updated
coordinated	extended	originated	
counseled	formulated	oversaw	

CHRISTINA E. STOB

300 Summit Street, Hartford, CT 06106
(860) 297-XXXX

39 Wellington Hill Road, Boston, MA 02124
(617) XXX-XXXX

christina.stob@trincoll.edu

EDUCATION:

Trinity College: Hartford, CT Expected May 2007
Bachelor of Arts, Self Designed Major; Business Development
Minor in Film Studies Cumulative GPA – 3.13

Trinity-in-Rome: Rome, Italy Summer 2005

Miss Porter's School: Farmington, CT May 2003

EXPERIENCE:

UBS Financial Services Inc: Hartford, CT January 2006 – Present
Financial Services Intern:

- Locate account information to update both clients and brokers.
- Organize research and company materials for presentation to prospective clients.
- Prepare settlement applications for recent corporate acquisitions.

Multicultural Affairs Office, Trinity College: Hartford, CT September 2005 – January 2006
Office Manager:

- Managed and supervised six student employees, scheduled hours and processed payroll.
- Coordinated logistics of all office sponsored events and programming.
- Performed general duties including filing, data-entry and photocopying.

Teaching Assistant, Trinity College: Hartford, CT September 2005 – May 2005
Economics 101:

- Advised students about semester research projects and class work ranging from daily assignments to papers and test preparation.
- Assisted professors by preparing quizzes and other coursework.

Franklin Park Golf Club: Boston, MA May – August 2002 - 2004
Bag Room Attendant:

- Provided assistance with general golf needs including: golf clubs, golf carts, driving range balls, score cards, towels, and pertinent information about the course.
- Maintained the driving range, golf carts, pro shop, and outdoor areas surrounding the course.

SKILLS:

Knowledge of Codewarrior, C++, and Java programming languages
Proficient in conversational Spanish

AWARDS AND ACTIVITIES:

Student Government Scholarship Recipient 2005
Varsity Women's Soccer Rookie of the Year Fall 2003
Making Strides Against Breast Cancer, Hartford, CT 2006
Varsity Women's Soccer Team, Trinity College Fall 2003 – Present
Varsity Women's Track Team, Trinity College Fall 2003 – Present
Model United Nations, Miss Porter's School Fall 2001 – Spring 2003