

Upperclassmen Resume Guide

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s fl y m	
y y s g s	
s y ffi	
m s s m F	
ffj s ffi	

Resume Guide

The goal of resume is to showcase your strongest skills first, to get the reader’s attention, and to encourage them to keep reading further. The required sections are:

Header:

- Name
Font Size: 20 Font: Garamond
- Contact information
Wabash Email, Phone Number
Font Size: 12 Font: Garamond
- LinkedIn URL
For more information see LinkedIn Guide

Profile:

- Highlight the biggest selling points. 3 lines max - This is your opportunity to describe yourself and the qualities and skills that you bring to role – but in your own words. This is your big: “This is me” statement. Make it count.
- Font Size: 12 Font: Garamond
- The section title “ **ff** ” will be bolded but everything else will be regular

Education:

- Details of the formal educational experiences. Include Minor(s), GPA
- Font Size: 12 Font: Garamond
- **s snffi** and the form of education (i.e.: **s ffi** , or **ffi g s**) are the only things bolded
- **y ffs fffi** List of programs, files formats, software, hardware, foreign languages, or other skill that you have that will make you stand out as bring unique for the role
- **Y Y s m s Y fl** List names of courses that are relevant to the position – this shows formal training and education in understanding topics, programs, skills, and helps to align your abilities

Professional Experience:

- Details of relevant experiences
- Font Size: 12 Font: Garamond
- **Y ffi s Y ffi Y** and every **ffiy** (i.e.: **s Y fsiy** or **ny**) are the only things bolded

Extracurricular Experience:

- Everything that is not pertaining to academics or professional experience should come in this section. Details on training, campus/community involvement, technical skills, volunteer works, language skills.
- Font Size: 12 Font: Garamond
- **Y ffi s Y Y g Y mand** every **ffiy** (i.e.: **s nyy** or **ny**) are the only things bolded

Margins:

- 0.7”/0.5” for Upperclassmen.

Font:

- Garamond. Resume Management Systems that many organizations use do not process graphics: avoid graphics, lines or italics. Email address and LinkedIn URL must not be hyperlinked. Dates should be right aligned.

Professional Experience(s) Section:

Only include specific results-oriented information (“accomplishments”) that will interest the reader, not every experience. Quantify wherever possible. Bullets must start with action verbs related to skills learned/developed and should answer “Why?” and/or “How?”
DO NOT simply list job duties.

Example of job duty:

- “Assisted with classroom activities for music students”

3 Examples of Accomplishments

- Exposed students to meaningful musical experiences (WHY?) to enhance their social and academic development (Note: Specifics about experiences and development needed)
- Enhanced students’ social and academic development (HOW?) by exposing them to meaningful musical experiences (Note: Specifics needed)
- Created an interactive learning environment (HOW?) through creative drills and skills practices (WHY?) to increase engagement (again, specifics needed)

Extracurricular Experience Section:

- Every entry must have at least one sentence explaining the role.
- You are telling a story – be as specific as possible. DO NOT just list activities/positions/programs/immersion experiences.
- **Y ffs fffi** can be a separate section depending on proficiency and relevance with the applied position. It should go right after **s snffi** in such a case, otherwise keep it under **Y ffi s Y Y g Y m**

Remember, consistency is the key!

List of Action Verbs Based on Skills

Management Skills:

Administered, analyzed, assigned, attained, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, improved, increased, organized, oversaw, planned, prioritized, produced, reviewed, scheduled, strengthened, supervised

Creative Skills:

Acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, revitalized, shaped

Helping Skills:

Assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

Communication Skills:

Addressed, arbitrated, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, facilitated, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited

Research Skills:

Clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized

Clerical or Detail Skills:

Approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated

Financial Skills:

Administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched

Technical Skills:

Assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, overhauled, programmed, remodeled, repaired, solved, upgraded

Teaching Skills:

Adapted, advised, clarified, coached, communicated, coordinated, developed, enabled, encouraged, evaluated, facilitated, guided, informed, instructed, persuaded, stimulated, trained

More Accomplishments:

Achieved, expanded, improved, reduced, resolved, restored, spearheaded, transformed

Professional Experience: How to Write Detailed Descriptions

BAD Example

- F Y snffi tsiny** May 2017–Present
Schroeder Center for Career Development, Crawfordsville, IN
- Catalogued inventory
 - Part of a team that developed new resumes
 - Went through resumes of students to find out problems

DECENT Example

- F Y snffi tsiny** May 2017–Present
Schroeder Center for Career Development, Crawfordsville, IN
- Organized inventory
 - Developed new resume templates for freshmen and upperclassmen
 - Scrutinized resumes of rising seniors and juniors

IMPRESSIVE Example

- F Y snffi tsiny** May 2017–Present
Schroeder Center for Career Development, Crawfordsville, IN
- Scrutinized resumes of 176 rising seniors and juniors to formulate strategies for group and individual sessions on resume writing and career development ✓
 - Created a new career development guide that contains 2 resume templates for freshmen and upperclassmen, an overview of the interview process, & guidelines for using LinkedIn effectively ✓
 - Organized inventory of 3 areas to increase efficiency ✓

The Wabash Format

On the next five pages are examples of the Wabash Format for your resume. Each is tailored to a specific role/function/industry. Why do we have a Wabash Format? Because our formats work – we have 20 years of outstanding outcomes that prove that it works! Use this as an example to build out your resume. Follow the formatting, the bolding and the bullet points and you will have your resume ready to go in no time. You can also find a Word Template for the General Example on Handshake under Resources.

Then, you can send it to career@wabash.edu and we will look at it for you and provide you feedback. Send it to us as a Word document. If you would like to talk to someone, you can also call us or set-up an appointment on Handshake - and we can help you out. The number to call is: 765-361-6414.

PROFILE

EDUCATION

B.A. Superheroism
Minors: French and Classics
Study Abroad

Research Project:

The National Society of Existential Thought

Coursework

INTERNSHIP

Kryptonite Destruction Technician/Writer

-
-
-

LuthorLinks

EXPERIENCE

Mild-Mannered Reporter

The Bachelor

-
-

The DePauw Daily Planet

Superhero

-
-

Additional Experience

EXTRACURRICULAR EXPERIENCE

Founder,

- Rush Chairman,
- Social Chair,

Forward,

Computer/Technical Skills:

Languages:

Volunteer,

Y Y S g S

200 S. Milner St., Vallejo, CA 94589

afsophom20@wabash.edu | (805) 565-9999 | linkedin.com/in/alexfupperclassman

F

Technology oriented individual with a foundation of business knowledge. A sound track-record of partaking in effective leadership and collaborative actions. Critical and analytic skills developed through inter-disciplinary experiences.

F

s ffi Wabash College GPA: 3.6/4.0

May 2020

Minors: only include if relevant to person hiring; if not, add another bullet to experience

Experienced with Mathematica, Excel, VBA, Java, SQL, PHP, PowerPoint; Intermediate knowledge of Stata and R

F F

ny ffiv s m ffiv m s ffiv

Summer 2017

Center for Innovation, Business and Entrepreneurship, Wabash College, Crawfordsville, IN

- Developed and presented a business plan to a group of investors for an innovative app solution that addressed the issue of online food orders as part of a 5-person team
- Created 4 Microsoft Excel models to project values on income, balance, and cash flow statements
- Analyzed cases on marketing, social media, franchises, and performed opportunity analysis for 2 start-up ventures
- Completed intensive financial immersion covering financial reporting documents, valuations, and income projections

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Summer 2017

Federal Reserve Bank of Chicago, Chicago, IL

- Analyzed annual budgets of over \$1 million for 3 government entities and advised on utilizing finances
- Conducted secondary research on 4 major mobile payment companies in a 6-person team
- Studied financial statements, customer feedback, and investors' opinions to present a team project to Market Research Manager and Vice President of Financial Services

s ffi s sm

September 2016 - Present

Montgomery County Free Clinic, Crawfordsville, IN

- Facilitate conversation between healthcare professionals and patients, and translate documents
- Interpret sensitive information about symptoms and medication to patients, and keep track of patients' details

yy s yy ffi

August 2016 - Present

Wabash College Career Services, Crawfordsville, IN

- Assist students with career related advice and opportunities
- Plan, organize, and implement weekly events for students' professional development

s flvnyffiff ny Crawfordsville Parks and Recreation Department Analyzed current practices and trends, presented new marketing approach to advertising campaigns

s ns ffi Wabash College Soccer Team. Led the team to its first ever Division 3 regional championship victory
ns ffir . Published weekly articles on a wide array of campus-related topics, conducted campus-wide interviews; produced an award-winning college newspaper for 2 consecutive years with a 6-member team

s ny Eagle Scout. Volunteered 150 hours of community service as part of Boy Scouts of America

s ffs s ffv fiffi Proficient in Spanish, conversational in French

BANKING

Arthur R. Baxter

301 W. Wabash Ave, Crawfordsville, IN 47933
 arbaxter19@wabash.edu | 765.555.5555 | www.linkedin.com/in/arbaxter



F

s s yffy s ffi fsi s

s Y fl Economic Excel, Probability, Statistics, Calculus I, Public Speaking, Constitutional Law
 : for student journalism (awarded twice)

F F

Y Y Y mY S YY Y Y g Y m S S yffy s ffi fsi s

- Lead a team of 14 Peer Career Advisors (PCAs) and guide students individually on career-related opportunities
- Manage the work schedule and keep track of corresponding annual earnings of all PCAs totaling over \$80,000
- Created and monitored 3 employer databases incorporating 4-year data for college records in Excel
- Wrote 5 grant requests and developed a comprehensive annual fundraising plan worth \$250,000
- Raised over \$83,000 successfully in the first quarter and set a new goal to raise over \$300,000 by year's end
- Arranged 3 legal clinics and provided 1-on-1 advice to 75+ clients on how to successfully file a lawsuit

F

s snfi fl s m fsi s

- Drafted and proofread contractual agreement forms to confirm contracts with 5 local clients
- Calculated 7-year wages, transportation trends, and employment opportunities for 52 Midwestern counties
- Revamped the city's Adult Learning program to provide long-term competitive strategies with a team of 4
- Developed an Excel financial model, with a team of 4, analyzing potential operations and savings costs for Wabash College as a result of joining an off-site employer health clinic; presented findings to a 4-judge panel
- Performed financial statement and business analysis for a 5-team member project
- Placed 1st in business related case competition examining best practice research models

ns Y m Y smY S S yffy s ffi fsi s

- Serve as a voice of multiple groups on campus and advance concerns to the wider campus body
- Oversee a budget of \$5000 per semester and organize 40+ law-related events and activities in a school year
- Produced a statewide award-winning newspaper for 2 consecutive years with a team of 6 editors

Facilitate and mediate community conversations on matters ranging from domestic violence to mental health



EDUCATION

Wabash College

Bachelor of Arts in Chemistry

National University of Singapore *Wabash Summer Session in Singapore*

Hometown High School,
Awards and Honors

Diploma

EXPERIENCE

Wabash College, Nanotube Lab *Researcher:*

research pending

publication on

Yale Center for British Art *Student Assistant to Director of Research:*

Jet Propulsion Laboratory - National Aeronautics and Space Administration
Software Engineering and Knowledge Management Intern:

ACTIVITIES AND LEADERSHIP

Science and Math Achiever Team, *Mentor, Day-Coordinator (20XX), Treasurer (20XX):*

Wabash Scientific Club *Feature and News Staff Writer:*

the Grand Design (2010)

Q Magazine *Business Associate:*

Student Senate *Student Delegate*

SKILLS

Languages:

Computer Software

Laboratory: