

Northeastern University

Career Development

What is A Resume?

A resume is a marketing tool designed to get you an interview. Your resume will summarize your education, experience and accomplishments to present the skills which are relevant to your career objectives. Review all your experiences, not just work related ones. If you've done research in your classes, volunteered for a community, organization, or organized a social event at school — these are all examples of experiences that required you to use specific skills. Everyone has experience to put on a resume. Remember that the immediate purpose of your resume is to get you an interview — once you get your foot in the door, you can convince them to hire you.

Resumes are:

- Sent with a cover letter in reply to a job listing, posting or advertisement
- Shared with networking contacts
- Used by recruiters and hiring managers to initially evaluate your qualifications for a particular position

Employers scan a resume quickly - often making a decision in less than 10 seconds - so make every word count!

Use the Chronological Format

List your employment in reverse chronological order. State the position held, employer, location, and dates of employment.

Positive Language

Describe each position according to job duties: list tasks performed outcomes, and achievements, emphasizing those requiring the highest level of skill, responsibility, and judgment. Begin each phrase with an action verb (see list on last page) and avoid phrases like "responsibilities include." Quantify your accomplishments when possible, e.g., "surpassed sales quota by 15%," "trained and supervised 5 employees", "maintained average caseload of 85".

Target Your Resume

Target your resume to a specific job type. Research similar jobs and analyze the criteria listed in postings, then include on your resume exactly how you meet those criteria. Show how your skills and experience are just what the employer needs. Expect to have multiple versions of your resume if you are applying to very different types of jobs. Be careful not to send the wrong one and have all of them proofread.

Bullet vs. Narrative Formats

Bullet formats are easier to read than narrative formats that are wordier and often less concise. Try the narrative format to show off your writing skills only if you are an excellent writer.

Examples of bulleted verb phrases:

- Recruit and screen students and coordinate ongoing evaluation of participants' progress
- Hire and train highly qualified, passionate people
- Provide guidance, support, and leadership to program staff
- Communicate program developments to Board of Directors

Resume Writing

Basic Elements of a Resume

Although resumes may have standard elements, there are many effective formats for presenting them. Leave out sections that do not relate to the kind of job you are applying for. You can modify these section titles to more accurately describe your experiences.

Heading

Include name, local address, e-mail address, and phone number. Be sure your email address is professional; nothing cute or quirky. If you have a website you would like the employer to see, include it here.

Objective or Skills Summary – optional

Objectives are only useful if they allow you to convey a critical message that distinguishes you from other candidates. Almost everyone wants a challenging position with opportunities for advancement. A good objective must be specific. But, a highly specific objective creates the risk that you would not be considered for any opportunity that did not exactly meet your stated criteria. Therefore, in most cases, it is better not to include an objective. If you do choose to use an objective, here is an example of a strong one:

“To obtain an entry-level financial analyst position at a Wall Street Investment Bank to successfully apply my knowledge of economic theory and practical bank experience.”

Profile or Skills Summary – optional

Experienced professionals might use a “Profile” or “Skills Summary” to indicate a change of career direction when at first glance their prior experience doesn't seem to be related to the new direction. To do this effectively research job descriptions in your target market to find out what employers want, and make summary statements about what you have to offer that best fit the position description. To view additional information on drafting a Summary of Qualifications [click here](#).

Education

List institution, degree, major and year of graduation. Institutions should be listed in reverse chronological order, most recent school first. Include a GPA of 3.0 and above. List your GPA in your major if it is better than your overall GPA. Immediately after graduation, keep your education first. Include high school only on resumes for your first or second co-op. Once you are ready to graduate, it is time to delete high school altogether unless you have a very compelling reason to keep it.

Honors, Awards or Accomplishments

Dean's list, honor societies, and academic awards can be listed separately or included in the education section. Explain your awards to indicate the degree of achievement, for example: selected among 600 applicants to receive a full scholarship based on academic merit. Do the same for leadership awards and other recognitions.

Relevant Courses and Special Projects for Current Undergraduate and Recently Graduated Students

List courses that are specifically relevant to your target job. For example, if you are an engineer looking for a job in business, relevant courses and projects will be business-related. If you have a relevant thesis, capstone, or any other research project, list it and briefly describe the project and its purpose, using action verbs. You can also consider adding another section, after the education section, called Academic Projects, in which you can list and describe your projects.

Experience or Professional Experience

Include any experiences, paid or unpaid such as: part-time work, full-time work, summer jobs, Co-op, internships, volunteer experience. If including unpaid positions the heading will be EXPERIENCE rather than PROFESSIONAL EXPERIENCE. List the name of the organization, city and state of its location, if outside of the United States include the country name, your job title and the month and years that you were there. Summarize what you did in each experience and be sure to make each bullet point results-oriented. Using action verbs, (see list at the end of this guide) helps readers see you using your skills. Showing quantity (numbers, statistics, and percentages) can demonstrate the scope of your contributions.

Skills

The skills section may include multiple categories such as software, instrumentation, language, laboratory or computer skills. Save references to problem-solving, communication, team work and other "soft" skills for the cover letter and interview.

Activities and Interests

Include your current participation in clubs, other extracurricular activities or volunteer work. List student organizations, professional associations, and community groups, and indicate any offices you've held. If these are school related, you may choose to put them in the Education section. An Interests section at the end of your resume is optional. If you use one, list interests that demonstrate your uniqueness such as music, sports and the arts, or ones that are related to the job; there is no reason to repeat interests

that are already obvious throughout your resume. Listing religious or political activities may alienate some readers.

References Available Upon Request

This statement generally is unnecessary as employers will expect you to provide them if asked

Resume Writing

How to Maximize Your Resume's Effectiveness

Here are a few steps to prepare for writing a targeted resume.

First, inventory your:

- Experiences – including paid work, unpaid internships, volunteer work, and class projects
- Skills, transferable and knowledge-based, and key attributes; interests
- Education, academic achievements and extracurricular activities
- Awards and outstanding accomplishments

Second, research the job market:

- What kind of job are you looking for, including job function and industry?
- What are the relevant skills and qualifications needed to effectively do the job you want? Read job descriptions to find out.

Third, write a first draft:

- Look at samples on Career Development website and [online here](#)
- Have your resume critiqued during walk-ins, Mon-Fri from 1:30-3:30 pm in Stearns, or make an appointment with a career counselor.

If you have difficulty identifying your skills and interests or if you don't know what kind of job you want, an appointment with a Career Development counselor can help you.

Keep in Mind as You Write Your Resume:

Create a Professional Image

The appearance of your resume matters. The layout and style should be consistent. For example, if you bold one heading, bold them all. Balance white space and text. Use a standard font like Times New Roman (no smaller than 11 pt) or Arial (no smaller than 11 pt). The recruiter wants to read your resume as quickly as possible with minimal delay, so keep your layout neat and user-friendly.

Use Keywords Appropriate to Your Industry

Increasingly, resumes are “read” first by a resume screening system which searches for keywords including the specific criteria listed in the job posting. When listing your skills and abilities use keywords and industry-appropriate terms. Highlight them in your summary if you use one, and embed them in your bullets. Where you can appropriately use the language of the job posting to describe your skills, do. For more information on using keywords [click here](#).

Edit Your Resume

Do not use the pronoun “I” and minimize the use of pronouns (he, she, mine, my) when preparing your resume. Also, use the first person form for verbs, i.e., organize rather than organizes. Review your resume for unnecessary phrases such as “responsible for” or “duties include.” Spelling errors, typos and poor grammar damage your credibility. Use spell check, but remember it won’t catch every mistake. “Manger” is correctly spelled, but it means something very different from “Manager.”

Proofread, Proofread, and Proofread Again

Make sure to have a friend, family member or a Career Services staff member read through your resume to catch errors you may have missed.

Tips for Targeting Your Resume

There is a difference between your co-op resume and one you will use for a professional job after college. One of the main differences is that your professional resume should be targeted to fit the jobs for which you are applying. **How do you turn a coop resume into a professional one?**

- The concept of a targeted resume implies that you must first have a job target. If you don’t know what you want to do, work with a counselor in Career Services to narrow your focus. **A generic resume that is too broad will not be as effective in selling you to potential employers.**
- Your resume is not a chronology of everything you have done. It is an advertisement of your skills and abilities to do a particular job. You do not need to include every job you have had since college. **Make a decision to edit down or eliminate altogether any jobs that don’t match your target.**
- **Utilize every section of your resume to highlight related skills and experiences.** This can be especially useful if you did not do co-op or internships in your field, or if you have changed your career focus. Did you take any courses in your field of interest? Create a sub heading under your **Education** section called **Related Coursework** that showcases these. Did you do any projects or research as a student? A capstone project or third year writing paper that relates to your career interests could be described in a **Related Projects** or **Research** section.
- When writing the **Experience** section of your resume, **organize your jobs to maximize the related work you have done.** Use a section called **Relevant Experience** to present those jobs related to your target in an organized and unified way, especially if they don’t naturally fall in chronological order. Also, if you participated in volunteer jobs or student leadership activities that relate to your career goals, you

can describe your accomplishments in more detail with bullets rather than just listing them. Jobs in the **Experience** section do not necessarily have to be ones for which you were paid.

- You can create another heading called **Additional Experience** to include those jobs that don't relate as well to your target but that you still want to keep on your resume.

- **Arrange your bullets to emphasize the most relevant job duties and responsibilities.**

For example, if you want a job as a writer, describe the writing-related activities you did first, **even if these were not your primary responsibilities** on that job. You may have spent less than 10% of your time writing, but list these responsibilities first because that is what potential employers will be interested in. Put peripheral experiences last, if at all.

- **Your job bullets should not read like a job description.**

Do not simply copy job descriptions; rather, draft bullets that highlight concrete accomplishments and results. For example, did you save or make the company money? Save time or create a more efficient system? Did you solve a problem or initiate something that added value? How many people did you train? Catch the employer's attention by showing how you added value to the organization's bottom line.

Action Verbs

COMMUNICATIONS

acted as liaison | advised | advocated | arbitrated | authored | commented | consulted | corresponded | counseled | demonstrated | displayed | edited | guided | informed | instructed | interpreted | interviewed | lectured | marketed | mediated | moderated | negotiated | notified | presented | promoted | publicized | published | referred | sold | trained | translated | wrote | recommended

ADMINISTRATION

administered | appointed | arranged | completed | conducted | consolidated | contracted | controlled | contributed | delegated | determined | directed | dispatched | dispensed | distributed | eliminated | executed | founded | governed | headed | implemented | initiated | instituted | issued | launched | led | managed | motivated | obtained | offered | ordered | organized | overhauled | oversaw | prescribed | presided | provided | recruited | rectified | referred | regulated | represented | revamped | reviewed | routed | supervised | supplied | terminated

PLANNING & DEVELOPMENT

broadened | created | designed | developed | devised | discovered | drafted | estimated | improved | initiated | invented | modified | planned | prepared | produced | proposed

ANALYSIS

amplified | analyzed | calculated | compiled | computed | detected | diagnosed | differentiated | evaluated | examined | forecasted | formulated | identified | investigated | programmed | researched | solved | studied | systemized | tested

FINANCIAL / MANAGEMENT

audited | allocated | balanced | catalogued | charted | classified | collected | condensed | documented | expedited | guaranteed | invested | inventoried | listed | logged | maximized | minimized | monitored | processed | procured | purchased | recorded | scheduled | tallied | traced | updated

TECHNICAL OR MANUAL SKILLS

assembled | built | constructed | delivered | installed | maintained | modernized | navigated | operated | repaired | replaced | restored | rewired | trimmed

GENERAL

accomplished | achieved | expanded | contributed | delivered | originated | increased | initiated | serviced | provided | served | performed | strengthened | transformed | completed

BELLA JOB HUNTER

78531 Charles Drive, Apt. 76
Boston, MA 02115

(617) 555-1212
Bjobhunter@aol.com

CORE COMPETENCIES

Marketing Communications
Business Development
Fundraising and Sponsorship Development
Project Management

Contract Management
Strategic Planning
Marketing Management
Community Outreach

EDUCATION

Northeastern University, Boston, MA May 2015
Master of Science in Leadership
Focused coursework: Marketing, International Business

Anytown State University, Anytown, State May 2010
Bachelor of Science in Marketing, magna cum laude

EXPERIENCE

ABC Bookstore, Boston, MA May 2013 – Present
Community Relations Manager

Manage the leading Community Relations Program in institutional sales. Develop local sponsorships with arts, literacy and education programs. Manage book fair fundraising program for the Greater Boston area. Maintain local and state governmental contracts. Plan all in-store and off-site events.

- Increased annual outside sales 220% to 1.8 million
- Secured participation in \$35,000 state contract for library materials increasing regional sales +\$800,000 by contract acquisition and opening new government markets
- Implemented state contract training program for 56 Massachusetts stores
- Established key relationships with media which increased local exposure and built awareness of fundraising and outside sales program

Monster Marathon, Boston, MA Sept. 2013 – Apr. 2013
Marketing Coordinator

Created and implemented a brand development project differentiating Monster Marathon from other national marathons. Assisted with event planning, media buying, campaign development, volunteer management, and e-marketing.

- Increased community involvement by 13% through volunteer management and recruitment
- Created and developed Recap Book and DVD which communicated return on investment to sponsors, significantly improving relationships with corporate sponsors
- Developed strategic relationships with eight community groups to support branding project

Cape Joy Newspaper, Cape Joy, MA May 2010 – Aug. 2013
Assistant Editor

Planned events and promotions for all Cape Joy Junior events. Assisted in editing, graphic design, layout design, and relationship marketing with key accounts.

- Third place General Excellence Award, Newspaper Association of America Foundation
- Awarded Best Kids Publication, Suburban Newspapers Association
- Increased readership through elementary school curriculum programs

XYZ Outlet, Cape Joy, MA Aug. 2008 – Apr. 2010
Merchandise Presentation Specialist

Managed and trained creative team of five visual specialists and oversaw design and construction of window and floor installations. Implemented key merchandise strategies. Promoted from Visuals Specialist

- Recognized by corporate XYZ for design accomplishments and promoted twice from Sales Associate

TECHNOLOGY

Design and Media Applications: Adobe Photoshop, Illustrator, PageMaker, InDesign, Movie Editing
Additional Applications: Microsoft Office Products (Word, Excel, PowerPoint, Access, Project)

PROFESSIONAL MEMBERSHIPS AND AWARDS

Memberships: American Marketing Association, Student MBA Organization
Awards: Addy Citation of Excellence, Tri-State Regional Marketing Association, 2007

RUWAN V.NOTH

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EDUCATION

M.S., Computer Science

May 2014

Northeastern University, Boston, MA

GPA: 3.46/4.0

Coursework: Program Design Paradigm, Database System, Analysis of Algorithms, Web Development, Information Retrieval, Managing Software Development, Artificial Intelligence, Data Mining

B.S., Computer Engineering

August 2009

Shivaji University, Sangli, India

COMPUTER KNOWLEDGE

Programming Languages: C#, Java, Python, VB, Perl, C++, C, VC++
Web Technologies: ASP.Net (3.5, 1.1), HTML, CSS, JSP, JavaScript, XML, SOAP, WSDL
Web Servers: IIS 6.0, Apache Tomcat 6.0
Databases: SQL Server, Oracle9i, Microsoft Access
Operating Systems: MS Windows 2000/XP/Vista
Tools: Visual Studio, My Eclipse 6.5, InsatllShield 2008, XMLSpy, ArgoUML

PROFESSIONAL EXPERIENCE

Phase Forward, *Software Engineer Intern/Co-op*, Waltham, MA

July 2013 - December 2013

- Designed, developed and tested a console application in C# to create an automated Installation Qualification [IQ]
- Check on different types of servers for formal QA.
- Produced an XML formatted report about the qualification of the computer to specific configurations.
- Developed a silent installer using InstallShield 2008 for data management system of clinical trials. GS Lab Pvt. Ltd., Software

ABC Tech, *Engineer*, India

April 2011 - July 2011

- Developed a web service consumer plug-in using C# to integrate the server with existing enterprise applications, and developed 'NUnit' test suits for this product.
- Designed and developed a GUI application in VC++ to provide Network Interface Card's [NIC] diagnostics information such as IP, MAC and to update the firmware version on NIC.

FDS InfoTech Pvt. Ltd., *Software Engineer*, India

July 2009 - March 2011

- Implemented a windows based service in C# and SQL server to copy large image files from different servers across multiple WANs to the server in the client's LAN. Resulted in error reduction.
- Developed a data entry and administrative management portal for electronic data capture of clinical data using ASP.Net, C# and Oracle9i, resulting in improved transparency in the business processes and increased user satisfaction.

ACADEMIC PROJECTS

College of Engineering, Northeastern University, Boston, MA

Information Retrieval Systems

Summer 2013

- Developed a Meta search engine on runs outputted from 4 different types of search engines using PerlScript.

Online Airline Reservation System

Spring 2013

- Developed an application using ASP.NET 3.5 that automates reservation and availability of tickets.

Job search 'Minimonstor.com'

Fall 2012

- Designed and developed a website using J2EE, Struts and Hibernate Framework that enables search management for jobseekers and employers.

Walchand College of Engineering, Shivaji University, India

Snake Game

Fall 2008

- Implemented an algorithmic model for variant of a snake game using scheme language.

LIBBY ARTS

75 Park Avenue, #21, Boston, MA 02115 • artsl@school.edu • 617-123-4567

EDUCATION

Northeastern University

Boston, MA

Bachelor of Arts in Communication Studies

May 2017

GPA 3.0

Relevant Courses: Principles of Organizational Behavior; Media, Culture and Society

Honors/Awards: Dean's List

Activities: Communication Studies Club, Intramural Basketball

Hometown High School

Hometown, MA

High School Diploma

June 2013

Activities: Diving team, 2011-2013; yearbook, 2011-2013; school newspaper, 2009-2011

EXPERIENCE

Really Trendy Clothes

Hometown, MA

Sales Associate

September 2012 - August 2013

- Promoted sales and assisted customers in selection of clothing
- Coordinated and marketed store specials and floor displays
- Inventoried and replenished stock
- Trained new employees on store policy and sales techniques

The Green Family

Hometown, MA

Babysitter

August 2010 - September 2012

- Supervised two elementary school aged children in after school activities three times a week
- Planned entertaining and educational activities for the children
- Assisted children with math, English and science homework

VOLUNTEER

Books On Tape

Hometown, MA

Reader

(once a month) January 2011 - January 2012

- Read and record text books, instruction manuals and fiction

SKILLS

Computer: Microsoft Word, Excel, PowerPoint and Access

Language: Completed Intermediate-level Spanish

INTERESTS

Competitive diving, snowboarding, traveling (visited 45 states), reading marketing and communications blogs

CHARLES E. STUDENT

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(617) 232-2963 ♦ charls@gmail.com

EDUCATION

Northeastern University, Boston, MA

Candidate for Bachelor of Science in Economics

May 2019

GPA: 3.5

Achievements: Academic Scholarship

Torrey Pines High School, San Diego, CA

High School Diploma

June 2014

Achievements: Honor Role 2011-2014, Presidential Award 2014

Extracurricular Activities: Water polo Team 2011-2014, Football Junior Varsity 2011-2012 and Varsity 2012-2014, Member of Toastmasters 2011-2013

EXPERIENCE

“No Way Out” Gym, San Diego, CA

Front Desk Operator/ Personal Trainer Assistant

March 2013 – June 2014

- Placed training appointment reminder phone calls to clients
- Collected and logged monthly dues from clients
- Promoted services to new members
- Responded to clients’ requests in training environment

Event Temps, Boston, MA

General Wait Staff

September 2012 – March 2013

- Organized and served food and beverages during events ranging from corporate functions to multiple course meals for up to 300 people
- Assisted in event preparations including setting up media equipment for presentations
- Developed strong multi-tasking skills to meet customer needs in fast-paced environment
- Coordinated with other employees to bring high quality service to clients and their guests

SKILLS

Computer: Microsoft Office (Excel, Access, PowerPoint, Word) and SPSS

INTERESTS

Traveling, reading, surfing and football