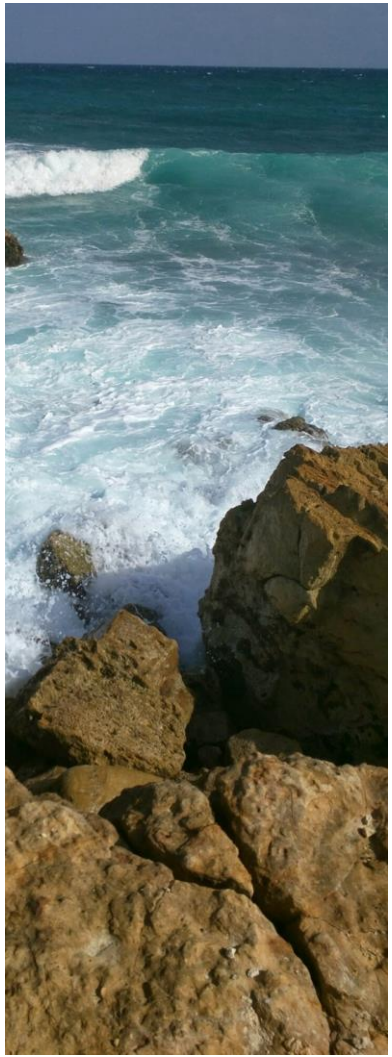
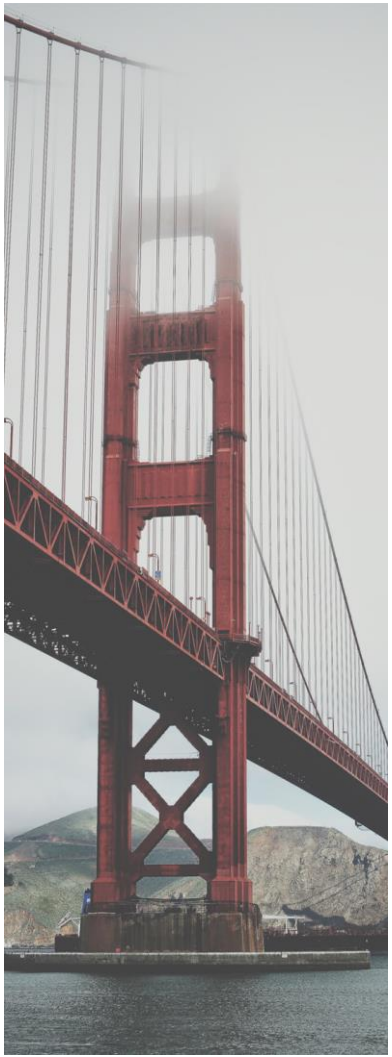
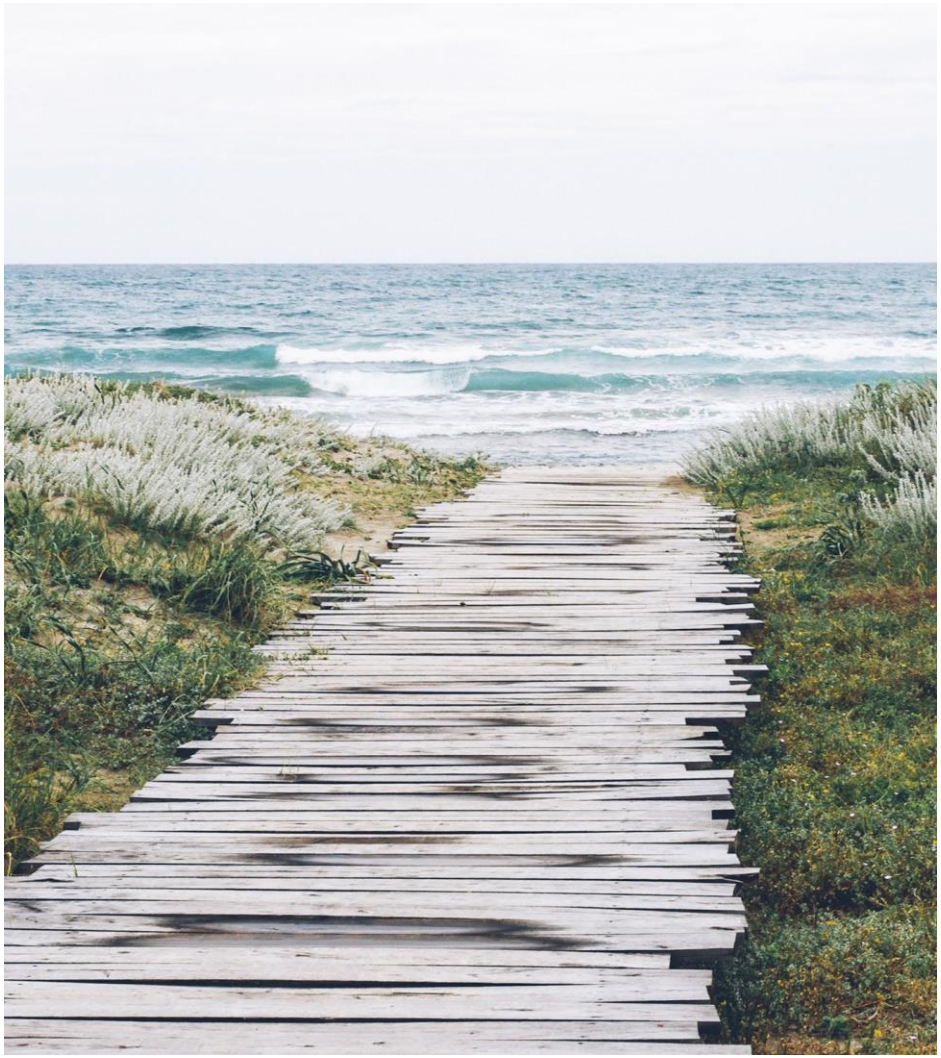




HOW TO WRITE A RESUME



What is the purpose of a resume?

- ❏ Documents in a concise way your activities, accomplishments and academic record
- ❏ It provides a holistic picture of you; explains that you are more than just your transcript
- ❏ It “presents” you in a way unique to all others
- ❏ Most jobs and colleges now require it
- ❏ Provides you with a “cheat sheet” when you interview
- ❏ Visually expresses your personality

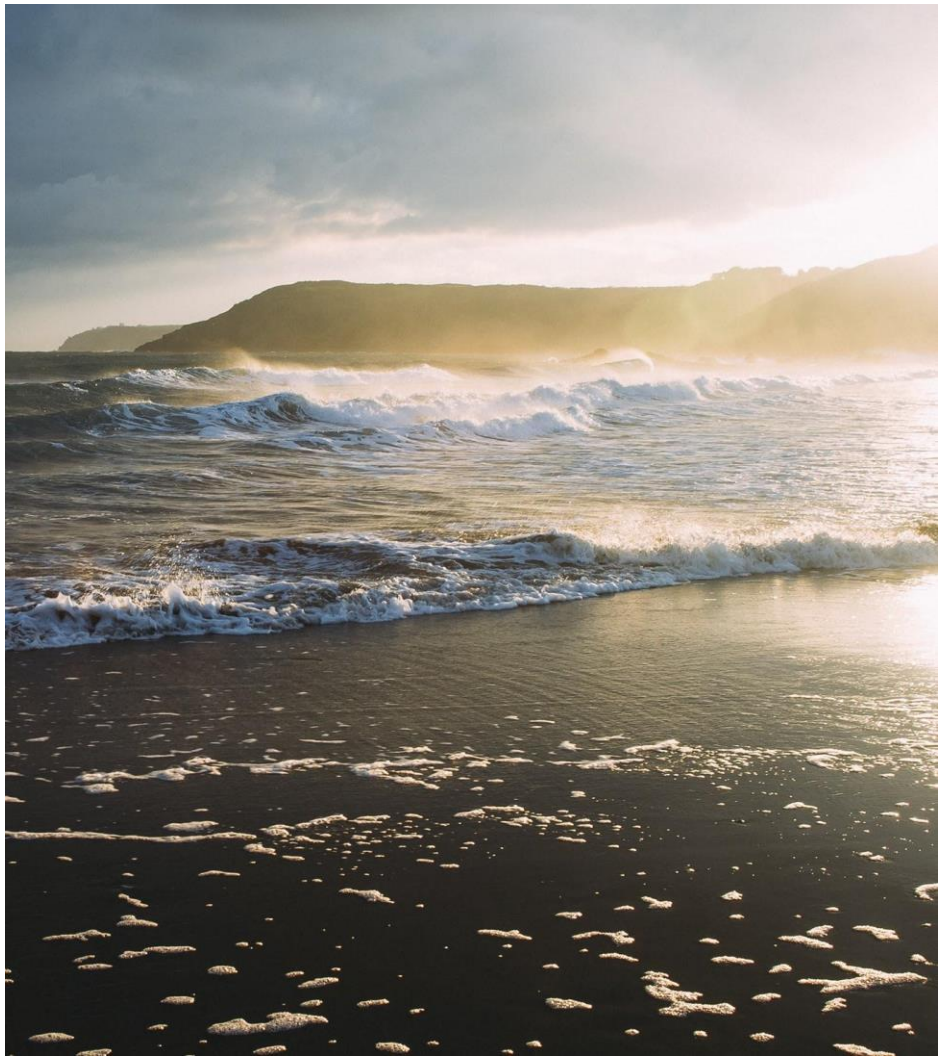
What should my resume look like?

YOU
YOU are an original

- One page (rule is usually one page per degree does not include MD as they write a curriculum vitae latin for “course of life” which is usually longer)
- Brief summary of skills
- Vertical not horizontal
- Outline
- Easy to read
- Concise
- Consistent
- Clear
- Definitive sections
- Bullets to establish order and neat appearance
- Understandable
- Explain; use descriptive and powerful words
- Defines your personality (words define you and your experiences, presentation allows personality to shine through)
- Search and investigate the internet for examples and inspiration
- Font is important
- Colors and themes important
- What do you want to convey about **YOU**
- Search templates and select one that presents the information in a visually pleasing format

Formatting a resume

Create
individualized sections
based on YOUR experiences



Heading

Name
Contact Information
Phone number
Email address

- ❑ Big
- ❑ Bold
- ❑ Most important part of resume: YOU
- ❑ This is your banner!

Education

Hackettstown High School, Hackettstown, New Jersey 07840

- Graduation: June, 2019
  GPA: 100

Warren County Community College, Washington, New Jersey 07882

- List courses here by the college name
  - SOC 103 Introduction to Sociology - A

- ❏ Add Centenary College if you took classes
- ❏ Add another high school if you transferred
- ❏ **Accentuate the positive NOT the negative**
  - ❏ If your GPA is good add it, SAT or ACT scores you are proud of add them

Everyone must have their name and contact information as well as Educational Background but here is where you can get creative by organizing and labeling in a way that best accentuates your story.

Highlight the positive NOT the negative

- ❏ Not enough in one area for its own category: Combine. Do you have a long list of Honors and Awards include them if not intersperse them under other groupings/labels.
- ❏ Order Matters. Have more work experience than extracurriculars then highlight that first.
- ❏ Think how you read. We read the beginning and end. We skim the middle.
- ❏ Words matter. Descriptive words about **YOU**. Are you a “leader” or a “dynamic leader”, “unyielding leader”, “focused leader”, “passionate leader”. Do not forget your adjectives. Regardless of style, begin each phrase/sentence/ bullet with an active verb.
- ❏ Presentation matters. How you present yourself defines who you are. Let your personality shine through.
- ❏ Transcripts and test scores tell us about your intellect. Your resume should tell me about YOU.
- ❏ Have fun. Be **YOU**. Let your personality shine through.
- ❏ Pick your own titles or descriptive categories.
    - ❏ Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.
- ❏ Focus on high school activities and accomplishments

Honors and Awards

- Category in which you describe notable honors and awards that you received both inside and out of school. (Work, activities and school)
- Focus on high school years.
  - If you have a long list, great. If the list is too short then acknowledge it elsewhere.
  - If you create a category with one item under it the connation becomes negative not positive.

Extracurricular Activities

- List activities that you participate in associated with HHS or independent of the school where you contribute.
- These activities can be sports, educational, social activities.

    - If you would like to be recruited you may want to have a resume that highlights stats and links to videos.
    - If you are in a leadership role in the organization, highlight that or create a category, “Leadership Experience”

Community Service

- Any activity that provides services to others in which you received no payment.
  - Combine with other categories if any of your headings have limited information so you do not create a negative impression.

Work Experience

- ❏ Provide details of your work experience and responsibilities.
- ❏ **Format:**

ABC Company, Hackettstown, NJ dates
Title
- Describe responsibilities here using bullets.

- ❏ Remember it is understood you are young and your experiences may be minimal but the message you are trying to convey is that you do more than simply attend school. You are balancing other responsibilities with being a fulltime student.
- ❏ Work can include jobs you do to earn money on your own if applicable: tutoring, babysitting, mow lawns.

Hobbies and Interests

- List anything you enjoy doing in your spare time.
  - This section provides insight into YOU. It does not have to be academic pursuits quite the contrary. For example, you may “binge watch Netflix” which if a serious student implies you have fun, know how to create a balanced life, are multidimensional, and will contribute to the culture and climate.

Helpful Hints

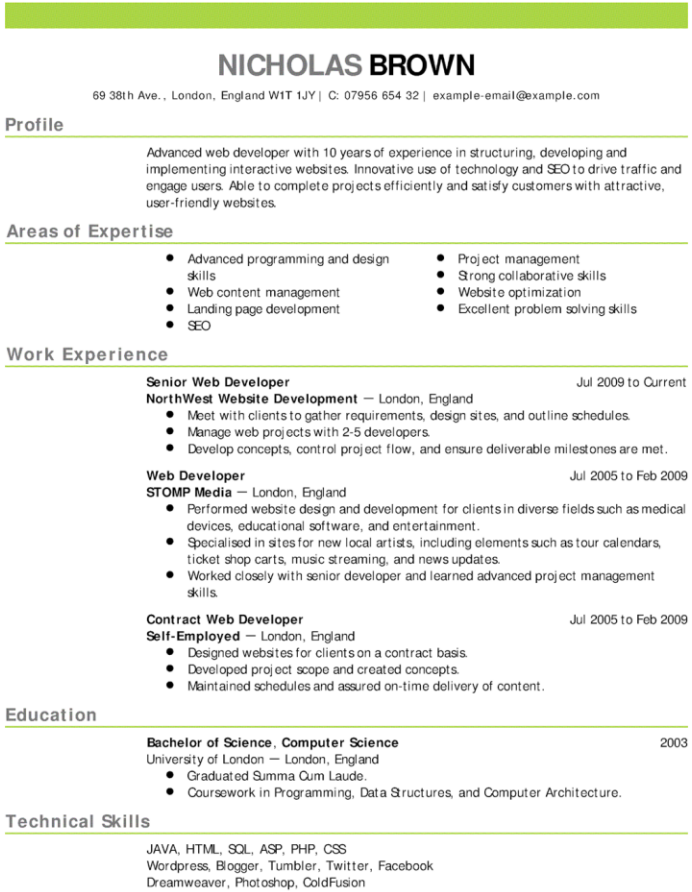
- ❏ Do not lie
- ❏ Make it **YOU**
- ❏ Create a statement piece, “catch their eye”
- ❏ Write the resume then add more “flair” through descriptive words, font, color
- ❏ Proofread
- ❏ Check for spelling and punctuation
- ❏ Check for format and style consistency
- ❏ Show your resume to a friend (what is their first impression? We read what entices us)
- ❏ Look at these slides as an example. I labeled. I bolded some. I changed colors in order to break up monotony
- ❏ I created a theme
- ❏ I used pictures to draw you in (college only)
- ❏ Colors that are relaxing, that blend but strong enough to stand out
- ❏ Your resume for college admission can be far more unconventional than a resume for a job.
- ❏ If using for college admission remember the purpose is to tell them more about **YOU** then your transcript
- ❏ Google resume and get ideas
- ❏ Your resume is a living document and will change as you get more experience and exposure

You will now write your own resume for your Careers class using what you have learned today.

Do not forget to upload in Naviance and save to your computer.

Good luck!

Examples



NICHOLAS **BROWN**

69 38th Ave., London, England W1T 1JY | C: 07956 654 32 | example-email@example.com

Profile

Advanced web developer with 10 years of experience in structuring, developing and implementing interactive websites. Innovative use of technology and SEO to drive traffic and engage users. Able to complete projects efficiently and satisfy customers with attractive, user-friendly websites.

Areas of Expertise

- Advanced programming and design skills
- Web content management
- Landing page development
- SEO
- Project management
- Strong collaborative skills
- Website optimization
- Excellent problem solving skills

Work Experience

Senior Web Developer Jul 2009 to Current
NorthWest Website Development — London, England
- Meet with clients to gather requirements, design sites, and outline schedules.
- Manage web projects with 2-5 developers.
- Develop concepts, control project flow, and ensure deliverable milestones are met.

Web Developer Jul 2005 to Feb 2009
STOMP Media — London, England
- Performed website design and development for clients in diverse fields such as medical devices, educational software, and entertainment.
- Specialised in sites for new local artists, including elements such as tour calendars, ticket shop carts, music streaming, and news updates.
- Worked closely with senior developer and learned advanced project management skills.

Contract Web Developer Jul 2005 to Feb 2009
Self-Employed — London, England
- Designed websites for clients on a contract basis.
- Developed project scope and created concepts.
- Maintained schedules and assured on-time delivery of content.

Education

Bachelor of Science, Computer Science 2003
University of London — London, England
- Graduated Summa Cum Laude.
- Coursework in Programming, Data Structures, and Computer Architecture.

Technical Skills

JAVA, HTML, SQL, ASP, PHP, CSS
Wordpress, Blogger, Tumbler, Twitter, Facebook
Dreamweaver, Photoshop, ColdFusion

GOOD

- **Color** draws your attention to what you are reading
- Organizes into categories
- Allows you to “rest” not overwhelmed by information
- Use of words
- Experience limited so highlighted skills
- Name big and bold (we know the “owner”)
- Demonstrates personality

BAD

- Order

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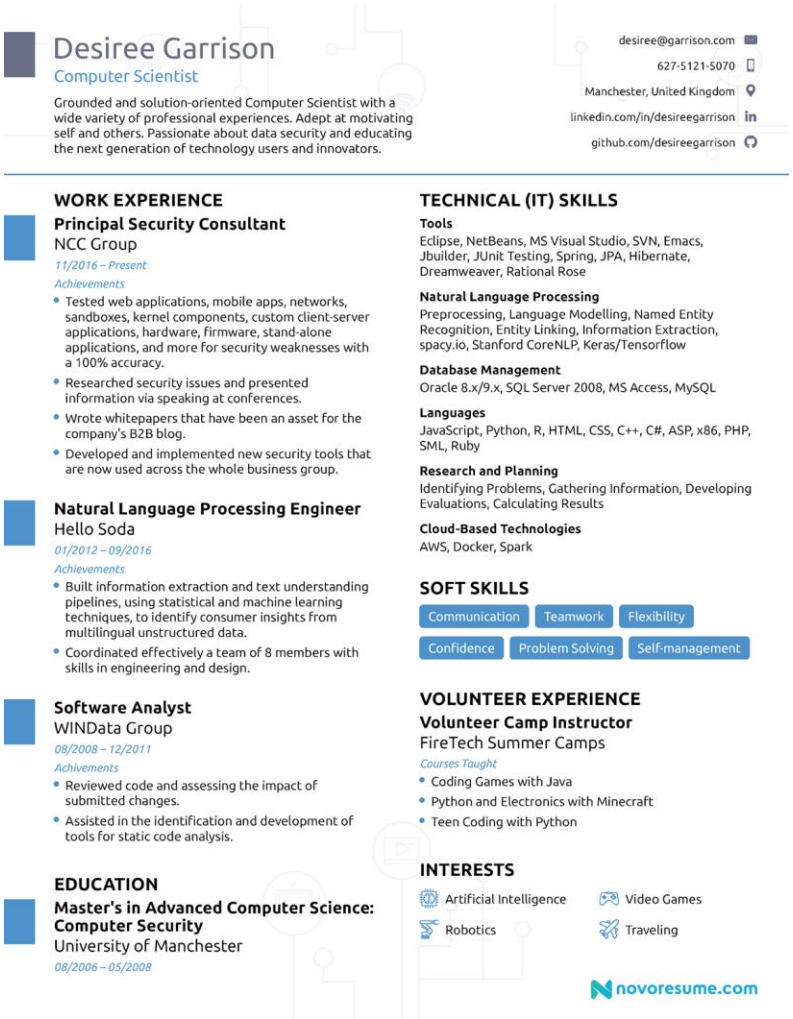

Desiree Garrison

Computer Scientist

Grounded and solution-oriented Computer Scientist with a wide variety of professional experiences. Adept at motivating self and others. Passionate about data security and educating the next generation of technology users and innovators.

desiree@garrison.com
627-5121-5070
Manchester, United Kingdom
linkedin.com/in/desireegarrison
github.com/desireegarrison

WORK EXPERIENCE

Principal Security Consultant
NCC Group
11/2016 – Present
Achievements
- Tested web applications, mobile apps, networks, sandboxes, kernel components, custom client-server applications, hardware, firmware, stand-alone applications, and more for security weaknesses with a 100% accuracy.
- Researched security issues and presented information via speaking at conferences.
- Wrote whitepapers that have been an asset for the company's B2B blog.
- Developed and implemented new security tools that are now used across the whole business group.

Natural Language Processing Engineer
Hello Soda
01/2012 – 09/2016
Achievements
- Built information extraction and text understanding pipelines, using statistical and machine learning techniques, to identify consumer insights from multilingual unstructured data.
- Coordinated effectively a team of 8 members with skills in engineering and design.

Software Analyst
WINData Group
08/2008 – 12/2011
Achivements
- Reviewed code and assessing the impact of submitted changes.
- Assisted in the identification and development of tools for static code analysis.

EDUCATION

Master's in Advanced Computer Science: Computer Security
University of Manchester
08/2006 – 05/2008

TECHNICAL (IT) SKILLS

Tools
Eclipse, NetBeans, MS Visual Studio, SVN, Emacs, Jbuilder, JUnit Testing, Spring, JPA, Hibernate, Dreamweaver, Rational Rose

Natural Language Processing
Preprocessing, Language Modelling, Named Entity Recognition, Entity Linking, Information Extraction, spacy.io, Stanford CoreNLP, Keras/Tensorflow

Database Management
Oracle 8.x/9.x, SQL Server 2008, MS Access, MySQL

Languages
JavaScript, Python, R, HTML, CSS, C++, C#, ASP, x86, PHP, SML, Ruby

Research and Planning
Identifying Problems, Gathering Information, Developing Evaluations, Calculating Results

Cloud-Based Technologies
AWS, Docker, Spark

SOFT SKILLS

Communication | Teamwork | Flexibility | Confidence | Problem Solving | Self-management

VOLUNTEER EXPERIENCE

Volunteer Camp Instructor
FireTech Summer Camps
Courses Taught
- Coding Games with Java
- Python and Electronics with Minecraft
- Teen Coding with Python

INTERESTS

Artificial Intelligence | Video Games | Robotics | Traveling

novoresume.com

GOOD
- Name and information
- Colored Boxes
- Bulleting
- Trying to stay one page-organized

BAD
- Crowded
- Specific

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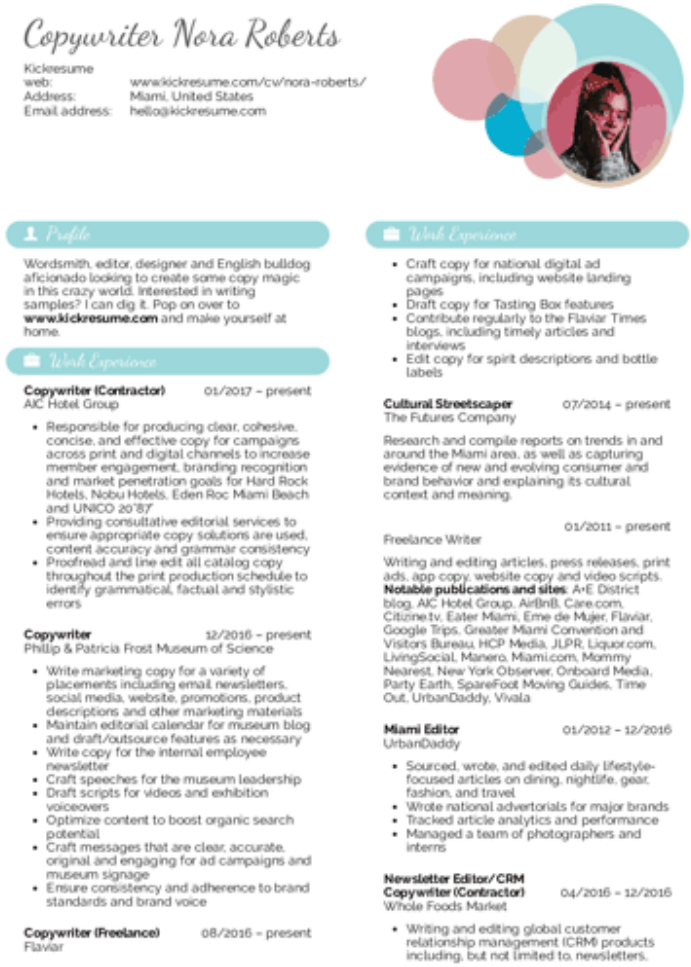

Copywriter Nora Roberts

Kickresume
web: www.kickresume.com/cv/nora-roberts/
Address: Miami, United States
Email address: hello@kickresume.com

Profile

Wordsmith, editor, designer and English bulldog aficionado looking to create some copy magic in this crazy world. Interested in writing samples? I can dig it. Pop on over to **www.kickresume.com** and make yourself at home.

Work Experience

Copywriter (Contractor) 01/2017 – present
AIC Hotel Group

- Responsible for producing clear, cohesive, concise, and effective copy for campaigns across print and digital channels to increase member engagement, branding recognition and market penetration goals for Hard Rock Hotels, Nobu Hotels, Eden Roc Miami Beach and UNICO 20°87°
- Providing consultative editorial services to ensure appropriate copy solutions are used, content accuracy and grammar consistency
- Proofread and line edit all catalog copy throughout the print production schedule to identify grammatical, factual and stylistic errors

Copywriter 12/2016 – present
Phillip & Patricia Frost Museum of Science

- Write marketing copy for a variety of placements including email newsletters, social media, website, promotions, product descriptions and other marketing materials
- Maintain editorial calendar for museum blog and draft/outsource features as necessary
- Write copy for the internal employee newsletter
- Craft speeches for the museum leadership
- Draft scripts for videos and exhibition voiceovers
- Optimize content to boost organic search potential
- Craft messages that are clear, accurate, original and engaging for ad campaigns and museum signage
- Ensure consistency and adherence to brand standards and brand voice

Copywriter (Freelance) 08/2016 – present
Flavlar

- Craft copy for national digital ad campaigns, including website landing pages
- Draft copy for Tasting Box features
- Contribute regularly to the Flavlar Times blogs, including timely articles and interviews
- Edit copy for spirit descriptions and bottle labels

Cultural Streetscaper 07/2014 – present
The Futures Company

Research and compile reports on trends in and around the Miami area, as well as capturing evidence of new and evolving consumer and brand behavior and explaining its cultural context and meaning.

01/2011 – present
Freelance Writer

Writing and editing articles, press releases, print ads, app copy, website copy and video scripts. **Notable publications and sites**: A+E District blog, AIC Hotel Group, AirBnB, Care.com, Citizine.tv, Eater Miami, Eme de Mujer, Flavlar, Google Trips, Greater Miami Convention and Visitors Bureau, HCP Media, JLPR, Liquor.com, LivingSocial, Manero, Miami.com, Mommy Nearest, New York Observer, Onboard Media, Party Earth, SpareFoot Moving Guides, Time Out, UrbanDaddy, Vivala

Miami Editor 01/2012 – 12/2016
UrbanDaddy

- Sourced, wrote, and edited daily lifestyle-focused articles on dining, nightlife, gear, fashion, and travel
- Wrote national advertorials for major brands
- Tracked article analytics and performance
- Managed a team of photographers and interns

Newsletter Editor/CRM Copywriter (Contractor) 04/2016 – 12/2016
Whole Foods Market

- Writing and editing global customer relationship management (CRM) products including, but not limited to, newsletters,

GOOD

- Creative
- Picture
- Organized
- Eye catching (field allows this)
- Easy to read
- Links to work

BAD

- Title before name
- Font

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