

Resume Writing Guide



Office of Career Services

Westfield State College

(413) 572-5206

www.wsc.ma.edu/careerservices

careers@wsc.ma.edu

QUICK TIPS FOR THE RESUME

- Font size should be either Times New Roman or Arial, 11 or 12 pt. is best. Do not mix several different timesteps or fonts.
- Limit to one page unless you have a substantial amount of related experiences.
- Tailor your resume so that it emphasizes your skills concerning a particular job. Pull keywords and the main responsibilities from the job posting and make sure that your resume matches what they are looking for.
- Avoid the use of the word "I".
- Keep your resume neat, organized and professional. Remain consistent with font type, format and the overall style. Appearance matters!
- Use past tense for past experiences and present tense for present experiences.
- Always include accurate information. Never misrepresent yourself! It will come back to you.
- Make sure the resume and the cover letter are errorless. Proofread your resume and have others proofread it for you too.
- Give each of your references a copy of your resume and make sure you have permission from your references to use their name.
- Don't fold, photocopy or staple your resume. Buy 8 ½ x 11 envelopes and type labels for addresses.
- Print your resume and cover letter on resume paper. Resume paper can be found at any office supply store. White or ivory colored paper is recommended.
- Continually update your resume to reflect new skills and experiences.
- Upload your resume into Career Services' online job database, Owl Link: <https://www.myinterface.com/westfield/student>. This will allow you to sign up for on-campus interviews, apply for internships and jobs and safely store your resume in our system.

FREQUENTLY USED HEADINGS IN RESUMES

ACADEMIC BACKGROUND	EMPLOYMENT	REFERENCES
ACHIEVEMENTS	EXPERIENCE	RELATED ACTIVITIES
ACTIVITIES	INTERNSHIPS	RELATED COURSES
AFFILIATIONS	LANGUAGE SKILLS	RELATED EXPERIENCE
ADVANCED COURSEWORK	LICENSURE	RELEVANT EXPERIENCE
CAREER OBJECTIVE	MEMBERSHIPS	SKILLS
CERTIFICATIONS	MILITARY SERVICE	SPECIAL HONORS
COACHING EXPERIENCE	OBJECTIVE	SPECIAL TALENTS
COLLEGIATE ACTIVITIES	PRESENTATIONS	SPECIAL TRAINING
COMMUNITY ACTIVITIES	PROFESSIONAL AFFILIATIONS	SUMMARY OF QUALIFICATIONS
COMPUTER SKILLS	PROFESSIONAL EXPERIENCE	TRAVEL
CONFERENCES ATTENDED	PROFESSIONAL DEVELOPMENT	VOLUNTEER ACTIVITIES
EDUCATION		VOLUNTEER WORK

RESUME WRITING TEMPLATE

Name
Street Address
City, State Zip
Phone
E-Mail

OBJECTIVE

Identifies the position/job that you are applying for and summarizes your main qualifications in 1-3 lines of text. This section is optional but provides direction to your resume.

EDUCATION

Westfield State College, Westfield, MA Month, Year
Degree (Bachelor of Arts, Bachelor of Science, Master of Education, etc.)
Major:
Minor/Concentration:
GPA (if above 3.0/4.0)

List other colleges if transferred, International Exchange Program, Certificates

RELATED COURSEWORK

List 4-6 upper-level classes that are relevant to the position that you are seeking

RELATED EXPERIENCE

Any internships or jobs related to the position. This section follows the same format as the experience section.

EXPERIENCE

Company/Organization, City, State Dates of Employment
Job Title

- Describe at least 3-4 major duties that will demonstrate your qualifications
- Tailor your resume to your audience. Select and include your most relevant experiences.
- Your descriptions should mirror as much as possible that of the job advertisement
- Follow the same format for all jobs or related experiences

SKILLS

Computer and/or language

HONORS

Dean's List, Honor Societies and other Honors and Awards

ACTIVITIES/PROFESSIONAL AFFILIATIONS

List Organizations, Presentations, Leadership Positions, Significant Projects, On Campus or Off Campus Volunteer Activities

REFERENCES

List on separate sheet of paper (see last page of guide for example)

Sample 1 – Chronological Resume

NATHAN A. CRANE

Dickinson #225, 577 Western Avenue, Westfield, MA 01086, (413) 572-7781
Email: ncrane@hotmail.com

EDUCATION

Westfield State College, Westfield, MA

Bachelor of Science in Business Management, Expected May 2010
Overall GPA: 3.5/4.0
Honors: Blue Key Award, 2009; Dean's List

Northern Arizona University, Flagstaff, AZ Spring 2009

Completed a semester of student exchange

EXPERIENCE

WESTFIELD STATE COLLEGE, Westfield, MA July 2008 – Present
Student Administrative Center January 2007- Present

Administrative Assistant to the Director of Student Administrative Center

- Assist students and parents with questions/problems in the areas of Admissions, Financial Aid, Billing and Student Records.
- Create various reports and employee schedules using Microsoft Office.

Residential Life March 2008 – Present

Residential Assistant

- Develop programs for, advise, and manage 60 residents.
- Enforce residence hall policies.
- Serve as a liaison between residents and student affairs administration.

Tutoring Center July – August 2008

Tutor

- Provided one-on-one and small group tutoring to students in Math and Business.
- Developed original study tips guide for students.

EASTERN MOUNTAIN SPORTS, Hadley, MA September 2004 – July 2008

Sales Associate and Cashier

- Assisted customers in locating and buying merchandise and apparel.
- Answered questions and demonstrate product knowledge of over 1,000 items.
- Merchandise inventory and maintain visual displays.
- Processed customer transactions in friendly and efficient manner.

ACTIVITIES

Treasurer, Business Club, 2006-Present

- Monitored \$5,000 budget for activities

Member, Third World Organization, 2006-Present

Westfield State College Football, 2006- 2008

COMPUTER SKILLS

- Proficient in Microsoft Office, WordPerfect and Adobe Photoshop

Sample 2 – Functional Resume

JESSICA T. SMITH

902 Franklin Street, Westfield, MA 01085, (413) 572-8143, jsmith@aol.com

EDUCATION

Westfield State College, Westfield, MA

Master of Arts in Mental Health Counseling May 2010

Worcester State College, Worcester, MA

Bachelor of Arts in English and Secondary Education May 2005

SKILLS

Management

- Recruited 100 volunteers to assist in fundraising efforts for the Boys Club of Worcester, MA
- Organized the spring semester academic awards banquet for seniors
- Scheduled a variety of speakers to community functions
- Supervised ten counselors and responsible for over 250 kids
- Managed an office of five employees and provided guidance and feedback on performance
- Developed and maintained strong community alliances with schools, businesses and state agencies to meet the goals of the collaborative

Program Development

- Designed and implemented group programs benefiting mentally retarded consumers (ages 22 to 60) by enhancing social skills and self-esteem
- Launched an ongoing event agenda that included holiday celebrations, current events discussion groups, voting trips and community excursions.
- Planned outdoor nature field trips for the Boys Club of Worcester
- Coordinated event details with parents, students and external constituents

Counseling

- Provided highly visible, caring client service that resulted in 100 percent of assigned clients employed during tenure
- Facilitated supportive services/counseling for client family members to address special concerns and ease the transition during home holiday visits
- Forged community connections benefiting staff, clients and their families
- Collaborated closely with interdisciplinary team members on development of appropriate case plans meeting individual client needs

EXPERIENCE

Berkshire ARC, Pittsfield, MA

Project Coordinator January 2007 – Present

Millis Accounting Firm, Westborough, MA

Accounts Payable Manager September 2006 – November 2007

Boys Club of Worcester, Worcester, MA

Senior Club and Group Leader January 2004 – August 2006

ELIZABETH ADAMS

55 Main Street, Springfield, MA 01090, (413) 786-2718
EAdams@aol.com

REFERENCES

(3-5 references is standard. Make sure to ask your references for permission before listing them and keep them informed about your job search, especially if you have interviewed for a position. They will most likely be called for a reference check after you've interviewed.)

Mr. Timothy Beebe
Massachusetts Mutual Life Insurance Company
Account Manager
1125 State Street
Springfield, MA 01111
(413) 788-8419
Tim.Beebe@massmutual.com

Ms. Samantha A. Riley
Westfield State College
Accounts Payable
577 Western Avenue
Westfield, MA 01086
(413) 572-2135
sriley@wsc.ma.edu

Dr. Gary Merlo
Westfield State College
Chair of Business Department
577 Western Avenue
Westfield, MA 01086
(413) 572-5694
gmerlo@wsc.ma.edu

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resume

Present a great cover
letter

Ace the interview

Get the job offer

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