

WRITING ACCOMPLISHMENT STATEMENTS

Each listing under your Experience section should have 2-6 bulleted points detailing both your basic job responsibilities as well as the things you accomplished while in this position – anything that you created, completed, or enhanced while in the role. Work to bring life to these statements by beginning with action words and then including quantifying numbers, positive results, and other significant details that highlight transferrable skills - which are skills that are useful to employers across a wide range of jobs or industries (e.g. communicaion, problem solving, critical thinking, etc.). Here are some examples:

Before: Supervised 8 students in cabin.
After: Maintained a positive and welcoming atmosphere while mentoring 8 students over the course of a month-long residential program.

Before: Watched people swimming
After: Enforced pool area rules and regulations in order to ensure safety of all patrons.

Before: Waited tables.
After: Provided excellent customer service to patrons, balancing multiple tasks while maintaining a positive and professional rapport.

Before: Tutored after-school math.
After: Prepared for and led one-on-one tutoring sessions with 3-6 high school students for introductory algebra courses.

Action Word Examples:

Helping Skills - Adapted, Advocated, Assessed, Assisted, Coached, Contributed, Counseled, Delivered, Demonstrated, Diagnosed, Educated, Encouraged, Ensured, Facilitated, Expedited, Furthered, Guided, Prevented, Pursued, Represented, Resolved, Selected, Supported, Supplied, Volunteered

Communication Skills – Addressed, Arranged, Articulated, Collaborated, Composed, Consulted, Conveyed, Corresponded, Defined, Directed, Drafted, Enlisted, Expressed, Formulated, Influenced, Involved, Lectured, Mediated, Negotiated, Presented, Represented, Revised, Suggested, Taught, Wrote

Leadership Skills – Administered, Analyzed, Approved, Attained, Consolidated, Conducted, Developed, Emphasized, Enforced, Established, Executed, Generated, Handled, Headed, Implemented, Improved, Incorporated, Increased, Organized, Outlined, Planned, Reorganized, Strengthened, Trained

ADDITIONAL FORMATTING EXAMPLES - INDIVIDUALIZED SECTION HEADINGS

Community Involvement

- Mentor – Big Brothers Big Sisters of Minneapolis, MN (20XX – Present)
- Recreational League Basketball Referee, City of Racine, WI (20XX - 20XX)

Awards & Honors

- OPUS Student Design Competition Finalist, Trinity Christian College (20XX)
- First Team All-Region, Men’s Basketball, National Christian College Athletic Association (NCCAA) (20XX)
- Acedemic Honor Roll, Rodger Way High School (20XX - 20XX)

Relevant Skills

- Proficient in ProPresenter, Adobe Illustrator and Adobe Photoshop
- CPR and AED Certified

Extra-curricular Involvement / Leadership Experience

- Trinity Christian College Women’s Volleyball Team Member (20XX - 20XX)
- Chapel Committee Member, Trinity Christian College (20XX - 20XX)

Volunteer (& Humanitarian) Work

- Monthly volunteer with Habitat for Humanity, Des Moines, IA (20XX – Present)
- Volunteer Sunday School mentor for K-5 children, Ada (MI) Bible Church (20XX - 20XX)
- Three-Week Service Learning and Volunteer Trip – Guatemala City, Guatemala (20XX)



Building a Résumé for Beginners

This is an introductory guide intended for students 1-2 years outside of high school seeking an entry-level position at a company or student leadership role on campus.

Please seek out the Cooper Center for Vocation and Career Development for additional support when constructing resumes for professional employment, internships, and other application processes. Similarly, interview preparation for professional positions is more intensive as positions change. Visit the Cooper Center for further preparation, including mock interviews and extended pre-interview advice.

WHAT IS A RÉSUMÉ?

A résumé is a concise summary of your education, relevant experiences, accomplishments and other qualifications – organized to target a specific job opportunity or career path.

WHERE TO START:

- Review Other Résumés – Take a look at polished résumés for ideas on formatting and content. Seeing quality examples will help you envision crafting your own.
- Draft A List – Begin by making a list of EVERY potential thing that could be included in a résumé. In addition to work and educational history, this list should include: extracurricular activities, leadership, special trainings or certifications, volunteer experience, academic honors, academic projects and presentations, etc. Keep this document as a separate file that you add to as you gain new experiences.
- Closely Examine the Job Description – Using the job description of the position you’re applying for, narrow down your experiences to the ones that best correlate to the qualifications listed for the job.

THE CORE DIFFERENCE BETWEEN A BEGINNING RESUME AND A LATER RESUME IS THAT YOU CAN INCLUDE EXPERIENCES FROM HIGH SCHOOL. AS YOU REACH YOUR THIRD YEAR, HIGH SCHOOL EXPERIENCES WILL NO LONGER BE INCLUDED.

RÉSUMÉS GET NOTICED...

- By being concisely written.
- By emphasizing accomplishments and specific achievements rather than listing job duties.
- By being designed well and easy to read. Résumés should be visually pleasing and utilize a design and layout that motivates a reviewer to read further.

CHECKLIST

Once you have completed a draft, utilize the following checklist to ensure your résumé is professional and complete.

- Formatting is consistent throughout (headings, fonts, spacing, indentations, etc.).
- Résumé is limited to one page.
- Headings are easy to find.
- Experiences and accomplishments that are most relevant to the position you are applying for are prominent.
- Each experience listed includes organization/ employer, title/role, location (city & state), and length of time (months or years).
- Under each section, experiences are listed in reverse chronological order (most recent first).
- Accomplishment statements begin with an action word (not a personal pronoun) and are complete thoughts that highlight transferrable skills.
- There are NO spelling or grammar mistakes.
- Language and terminology are accessible to all potential readers.
- References are not included on the same page of your résumé, but are listed on a separate page utilizing the same header as your résumé.

1

Taylor Hollis

2

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3

EDUCATION

4

Trinity Christian College, Palos Heights, IL

5

Bachelor of Science in Health Communication

6

Minor: History

7

GPA: 3.7

8

RELEVANT EXPERIENCE

9

Admissions Guest Host

10

Trinity Christian College, Palos Heights, IL

11

• Create a hospitable and friendly environment for prospective students and families.

12

• Convey facts and information about the college.

13

• Host prospective students overnight and establish relationships with them.

14

• Encourage prospective students’ future involvement at Trinity Christian College.

15

Front Host

16

Buffalo Wild Wings, Crestwood, IL

17

• Work to provide stellar customer service and quality assistance to guests.

18

• Maintain positive relationships with customers and coworkers in challenging situations.

19

• Schedule and train workers for the processing line and manage work flow on the line to ensure efficiency.

20

Adventure Center Staff Member

21

Camp Laurel, Bridgeport, CT

22

• Monitored the high ropes course and other climbing activities to ensure guest safety.

23

• Facilitated de-brief discussions with participating groups aimed at team development, personal growth, and creative problem solving.

24

• Worked with the full-time staff members to create and carry out programming for the community focused on environmental education.

25

LEADERSHIP & INVOLVEMENT

26

Co-Ed Volleyball Intramural Team Member, Trinity Christian College

27

Men’s Ministry Participant, Trinity Christian College

28

Captain of Men’s Swim Team, Ridgefield High School

29

Student Government Junior and Senior Class Representative, Ridgefield High School

30

AWARDS & HONORS

31

Scholar Athlete Award, Ridgefield High School

32

Athlete of the Year, Ridgefield High School

33

National Honors Society Vice President, Ridgefield High School

34

High Honor Roll, Ridgefield High School

- 1 **HEADER** - Your header is a part of your branding and should be at the top of your résumé (and other application materials including cover letter, reference page, personal statement, etc.). Your name should be slightly larger than all other text.
- 2 **E-MAIL** - Make sure your email address is professional. You may also use your Trinity email.
- 3 **OBJECTIVE STATEMENT** - Objective statements are not a common component of today’s résumés. Only include a concise objective statement if you are distributing your résumé broadly in a career fair or similar setting.
- 4 **DEGREE** - Spell out your degree. Write Bachelor of Science, Bachelor of Arts, Bachelor of Social Work (BSW), Master of Arts, etc. and include your major/s and minor/s.
- 5 **GRADUATION DATE** - List your anticipated graduation date only. Do not include a date range.
- 6 **GPA** - You can include your GPA if it is a 3.0 or higher. Once you are a year past graduating, cut your GPA off of any subsequent résumés.
- 7 **ADDITIONAL EDUCATION** - Here you could also list any distinct coursework, significant academic projects, or extended international experiences. Do not list your high school/GED or any previous colleges if you transferred (unless you earned an Associates or similar degree).
- 8 **RELEVANT EXPERIENCE** - Inclusions in this section do not always derive from paid work. Depending on your experiences and the position you are applying for, this section can also include internships, leadership roles, athletics participation, and extensive volunteer or service roles.
- 9 **ORDER** - Within each section, the most recent item is listed first, followed by each additional item in date order. This is called reverse chronological order.
- 10 **FORMATS** - Commonly recommended fonts include Arial, Calibri, Cambria, Didot, Garamond, Georgia, Helvetica, and Lato. Font size typically ranges from 10-12. Search online for additional recommendations.
- 11 **FORMATTING** - Make sure your listings under each section are consistent in their formatting. For each role include the organization, city and state, your position or title, and the length of the experience. Using bold or italics for one of the lines can help the reader review content more efficiently.
- 12 **DATES** - For those in college, including months of work is common. With longer roles, months are not necessary (but be consistent). Also common are “Summers, 20XX & 20XX” or “Seasonal, 20XX-present.”
- 13 **ACTION WORDS** - Each bulleted statement should begin with an action verb. If you are currently in the role, action words should be in present tense. If you are no longer in the role, use past tense.
- 14 **BOAST** - Your résumé is not a place for humility! Use the document to articulate specific accomplishments and contributions. What sets you apart?!
- 15 **OTHER SECTIONS** - The résumé in this example includes just a few of the section headings available to a résumé writer. Other options include: Community Involvement, Awards & Honors, Scholarship, Trainings & Certifications, Relevant Skills, Campus Involvement, Volunteer & Humanitarian Work. Note these are flexible headings and can be edited or combined accordingly.
- 16 **LEADERSHIP** - Employers highly value students who have been actively involved. Make sure to include leadership roles and any involvement on an athletic team at Trinity or your high school. These kinds of experiences often can be listed either as a single bullet point or developed and expanded fully, similar to a job.
- 17 **LANGUAGE & ACRONYMS** - Make sure that all potential readers of your résumé can understand the language, terminology, and acronyms you use. Avoid terms that are known only within the Trinity or local community (e.g., BBC = Bootsma Bookstore Cafe).
- 18 **SKILLS** - Skills sections need to list qualifications that are relevant to the position. These typically include qualifying languages (proficient, fluent, knowledgeable with, etc.). Do NOT list generic personal qualities like team player, enthusiasm, customer service, communication, adaptability, etc.