

Resume Guide & Template

When you start looking for an internship or job, providing a well-written, compelling resume makes you stand out. A resume is **concise** summary of your work, training, and education that tells a potential employer why they should consider you for a position. Use this resume guide to build a stellar resume.

This document includes a sample of a completed resume (page 2). Refer to the sample resume and notes on how to structure your resume and what to include. Find a resume template on page 3. Create a draft resume and meet your career advisor or FHL team. Your college career advisor for feedback.

Resume Reminders

- Keep your resume to one page. Hiring managers spend less than one minute on the first review of a resume. Be sure to capture their attention with relevant experience and clean formatting. Your resume should be clear, concise, and convincing.
- Organize your employment history in reverse chronological history. Start with your most recent job and end with your first job.
- Use action verbs in bulleted statements to describe your work
- Pay attention to formatting. Use professional and consistent font type (e.g. Calibri, Times New Roman, Trebuchet, etc.) and keep font sizes between 10-12.
- Proofread your final resume for typos and have someone else review it as a back-up

Keira B. Eagle

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EDUCATION

American University – Washington, D.C.

BA International Studies – School of International Service

May 2018

GPA: 3.6

Honors & Awards:

- Dean's List (Fall 2014)

Relevant Coursework & Projects:

- Cross Cultural Communication—worked in team of five students to create survey and record data from over 200 undergraduate students on their perceptions of regional stereotypes and their influence on cross-regional communication; presented findings in ten-page research paper

KIPP DC College Preparatory – Washington, DC

GPA: 3.2/4.0

August 2010 – May 2014

- Honor Roll(2012-2013 and 2013-2014)

EXPERIENCE

Tutor - Kid Power, Inc. – Washington, DC

August 2014 – December 2014

- Provided one-on-one instruction to elementary school students after school from 3:00pm to 6:00pm every weekday and gave occasional small-group lessons on Saturdays
- Developed lesson plans specific to each student and targeted improvement in test scores in reading and mathematics; resulted in test score increases for every Kid Power student
- Handled administrative duties in the tutoring office, including responding to inquiries from potential clients by phone and email

Camp Counselor - Rainbow Camp – Jessup, MD

July 2014 – August 2014

- Supervised group of three fourth-grade children with autism at an overnight camp for children with special needs
- Ensured fun, safe, and inclusive environment by developing appropriate arts, crafts, and sports activities and provided continuous support and encouragement to the campers
- Organized Sports Day by preparing equipment and field space for full day of simultaneous team events involving over 200 participants; exceed the awards ceremony at the end of the day

Cashier -Taco Bell – Washington, DC

June 2013- August 2013

- Interacted with customers both face-to-face and via drive-thru intercom; exemplified superior customer service by treating every customer with kindness and respect and double-checking order accuracy
- Handled an average of \$1,200 in cash and credit card transactions daily
- Tracked inventories of sauces, drinks, and food and restocked items when necessary

ACTIVITIES

Host, Multicultural Overnights, American University's Office of Admissions

February 2015

- Served as student panelist on Diversity and Inclusion Panel
- Facilitated small group discussions on diversity issues on campus

SKILLS

Computer: Office Software: Microsoft Office Suite 2013 (Word, Excel, PowerPoint, Outlook)

Creative Software: Adobe Creative Suite (Photoshop, Illustrator), FinalCut Pro

Research Software: JSTOR academic database

Blogging/Social Media: Wordpress, Blogspot, Facebook, Twitter, Tumblr

Online Collaboration: Google Drive (Documents, Presentations, Spreadsheets), Dropbox

Foreign Language: Intermediate Spanish (reading, writing, and speaking)

First-Responder: Red Cross CPR/AED Certified

First & Last Name

Local Address | Email Address | Phone Number

EDUCATION

University/College- City & State

Month & Year of Intended Graduation

Degree and Field of Study/Major

Minor

GPA (Include GPA if it's 3.0 or higher)

Optional Items: Academic honors & awards, relevant coursework, study abroad

High School– City & State

Month & Year of Graduation

GPA:

Honors

EXPERIENCE

Position Title – **Organization** – Location (City & State)

Dates of Employment -Month & Year

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

Position Title – **Organization** – Location (City & State)

Dates of Employment-Month & Year

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
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- See above
- See above

ACTIVITIES (OR) CAMPUS & COMMUNITY SERVICE

Title – **Organization** – Location (City & State)

Dates of Employment- Month & Year

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

Title – **Organization** – Location (City & State)

Dates of Employment -Month & Year

- Specific and relevant accomplishments, projects, or experiences beginning with action verbs related to the job description, expected duties, and transferrable skills
- See above
- See above

SKILLS

- *Computer:* List software, social media tools, databases, statistical analysis tools, and other technical programs
- *Language:* List language(s) and level(s) of proficiency