



BRIDGEWATER STATE UNIVERSITY
CAREER SERVICES
...student to professional



Creating my Resume @AMHS



PURPOSE OF THE RESUME

From the Employer's Perspective

- Provide information to sort into “yes,” “no” or “maybe” piles
- Clearly relates the candidate's experience, skills and accomplishments to the job posted
- Is professional in content and design; is short and concise

From the Candidate's Perspective

- Used to sell experience and qualifications to potential employers
- Professional statement of your education and experience, as well as your future career direction
- Summarizes relevant accomplishments and skills which directly match the job posted

In today's market, there is no “one size fits all” resume. Resumes and cover letters must be customized to the job.

PREPARATION

Before you develop your resume, first prepare a list of experiences

- Degrees, major(s), Minor(s) and concentration(s), study abroad or study away, transfer institutions, exchange programs
- Scholarships, awards, related coursework, current GPA
- Full-time and part-time work, internships, volunteer, extra-curricular experience and research
- Computers, language, certifications, licenses, field specific skills, equipment and/or technology, social media platforms
- Presentations, publications, workshops and professional development



RESUME PRODUCTION

Once you have developed your resume, you should create a format that is polished and professional.

- Effectively use margins and white space
- Conservative fonts such as Times New Roman or Arial
- Font size 11 or 12 point
- Headings/Headers/Titles: 12 font size
- Bold, *Italics*, underline or ALL CAPS for emphasis
- Quality bond resume paper of white, off white or cream
- Use a good printer
- Match the resume, cover letter and reference sheet

Career Services' [Resume Writing Packet](#) has samples of resumes and a reference sheet.

STARTING YOUR RESUME

Contact Information

- Name, address, phone (or cell phone), email, LinkedIn address optional

Jacqueline Welsh

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YOUR ACADEMIC EXPERIENCES

Education

Bridgewater State University, Bridgewater, MA

May 2018

Bachelor of Science in Accounting and Finance, *cum laude*

Concentration: *Finance*

Financed 100% of education; worked part-time while attending school full-time

Honors: Dean's List, 8 semesters; GPA 3.7

Japan Exchange Program, Kansai University, Osaka, Japan

Fall 2016

Coursework in Japanese business and society

Examined Japanese economy as an independent research project

Massasoit Community College, Brockton, MA

2013 - 2014

Coursework in Business Management (transferred)

YOUR EXPERIENCE SECTIONS

Experience

Can be broken down into 1-3 sections:

- Related Experience
- Professional Experience
- Teaching Experience
- Internship Experience
- Work Experience
- Employment
- Other Experience
- Community Service
- Extracurricular Activities

General Formats of Experiences

*Job Title, **Organization**, City, State, Dates of Employment*

- List duties or responsibilities of position using action verbs

Organization, City, State

Job Title

- Duties or responsibilities

Date Range

SIX STEPS TO GREAT ACTION STATEMENTS

1. Use Career Services' [Resume Packet](#) to choose solid action verbs
2. Explore [O*Net](#) to find good action statements related to your work and extracurricular experiences
3. Search job descriptions in [Simplyhired.com](#) or [Indeed.com](#) to find field-related language
4. Review the job or internship description to cite similar activities and responsibilities on your resume
5. Quantify and qualify – age ranges, dollar amounts, time frames, number of workshops, population types, etc.
6. Highlight successes or major accomplishments



DEVELOPING ACTION STATEMENTS

Poor

Basic responsibilities are described.

- Shift manager.

Better

Changes the passive phrases into active statements using action verbs.

- Manage shift and train staff.

Best

Includes strong action verbs, accomplishments, successes and quantities.

- Manage and train a 6-8 person staff, assign duties, and enforce safety rules.
- Receive bi-annual salary increases based on positive evaluations.

ACTION STATEMENT EXAMPLES

Financial Services Intern, *BlumShapiro*, Franklin, MA, February 2015 - Present

- Provide corporate financial research to 10 clients daily.
- Develop new business leads through client referral; in March increased client base by 10%.
- Compile and e-mail monthly client financial statements.
- Assist supervisor with creating new on-line marketing campaign using Twitter; campaign currently being used to increase client interest in services.

Camp Happiness, Central Elementary School, Bridgewater, MA

Camp Counselor promoted from **Volunteer**

Summers 2013, 2014

Coordinated activities for summer learning exploration program for children, ages 6-12, from urban, low income environments. Teamed with professional staff to develop arts and crafts and sports activities. Worked individually and in groups in two-hour activities shifts. Assisted with adaptation of modules for students with disabilities including autism and visually impaired. Selected as sole volunteer to be promoted to counselor during the Summer of 2012.



Other Experience

*Tutor, **Silver Lake Regional High School**, Kingston, MA, May 2012 – Present*

*Waiter, **Charhouse Restaurant**, Nantucket, MA, Summer 2013*

Tip: To save space, for experiences that are less relevant to the work you are seeking, you can create a simple “Other Experience” section.

Extracurricular Activities

***Co-Captain**, Volleyball Team, Bridgewater State University, 2011 – 2013*

***Member**, Afro-Am Alumni Association, Bridgewater State University, 2013*

- Worked with committee to create award-winning Homecoming float*

***Member**, Intramural Basketball, Bridgewater State University, Fall 2012*

SKILLS

Tip: Be sure to include software, database, social media and web-design experience, languages, certification and any other skills relevant to your field of interest.

SKILLS

Languages: Proficient in Spanish and Portuguese

Computer: Microsoft Word, Excel, PowerPoint, FrontPage, and SPSS

Computer Skills

Microsoft Word, Excel, PowerPoint, Access, Peachtree, SPSS, HTML, social media marketing utilizing Facebook, Pinterest and Twitter

ADDITIONAL RESUME HEADINGS

- Objective
- Honors and Awards
- Research Experience
- Related Coursework
- Related Skills
- Presentations
- Certification/Licenses
- Professional Development
- Publications
- Summary of Skills
- Instrumentation/Laboratory Skills
- Leadership Experience
- Professional Associations/Memberships
- Global Experience
- Academic Projects
- Social Media Platforms



ADDITIONAL RESUME HEADINGS

Objective

Objectives are no longer used in the business world. If you are going into teaching, objectives are still encouraged

Honors and Awards

Adrian Tinsley Summer Research Grant, \$4000, Summer 2013

Dean's List, three semesters

John and Abigail Adams Scholarship, 2010

Research

Student Co-researcher, *Anxiety Levels in Children with Autism*

Fall 2012

Psychology Department, Bridgewater State University

Under Professor Melinda Johr

- Conducted on-line research on best practices for testing anxiety for children with autism.
- Developed open-ended question survey using Qualtrics, sent survey on-line to 100 local special education teachers, compiled data utilizing SPSS.
- Presented results at the Adrian Tinsley Research Symposium, April 2013.

Related Coursework

Advanced Graphics, Typeface Design 1-2, Graphic Design, Drawing 1

Plant Physiology

Environmental Geology

Molecular Biology

Instrumental Analysis

Cell Biology

General Physics I

Related Skills

HTML, C++, Java, FrontPage, Twitter, Facebook, PhotoShop, PowerPoint, Excel

Skills:

Polymerase Chain Reaction

Gel Electrophoresis

Instrumentation:

Nuclear Magnetic Resonance

Chem3D

Presentations

Presenter, *The Future of Solar Power*, Adrian Tinsley Research Symposium, Bridgewater State University, November 2013

FINAL TIPS

- Most resumes should be 1 page; 2 pages if there is solid, relevant experiences; ie: multiple internships, teaching
- Do not use templates
- Convert your resume to a PDF if you apply on-line
- Only include high school experience if you are a first or second year student or if it is very relevant to your career goals
- If you have impressive and relevant on-line materials (websites, blogs, LinkedIn attachments, artwork), include hyperlinks on your resume or Linked In account
- Bring your resume to Career Services to review before you send it out or present it to a professional

For more tips for writing a resume, go to Career Services' CareerSpot videos on our [website](#).

THE NEXT STEPS

1. Call or stop by to set up a Resume Review appointment
2. Add your resume to HIRE BSU to apply for internships and jobs

CAREER SERVICES

Rondileau Campus Center, Room 8

Phone: (508) 531-1328

<https://my.bridgew.edu/departments/CareerServices>

HOURS

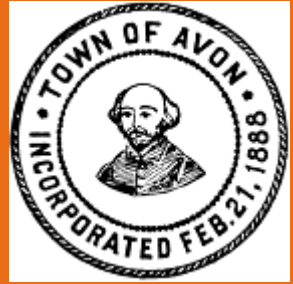
Monday – Friday 9:00 am – 5:00 pm

Tuesday evenings by appointment only

Drop-in Hours: Monday – Friday, 11:00 – 2:00

The Resume Packet recommended in this workshop is available in the Site Map at
<https://my.bridgew.edu/departments/CareerServices>

Good Luck with your Resume!



- Avon Public Schools ~Community Partnerships
- communitypartnerships@apps.avon.k12.ma.us

