

HOW TO WRITE A RESUME

WHAT IS A RESUME?

A resume is a brief summary of your experiences. Its purpose is to give potential employers an overview of your skills and experience and pique their interest in interviewing you. It does not need to be a complete history of everything you have ever done. It should be one page and highlight your most significant experiences and accomplishments. Resumes should be visually appealing, easy to read, concise, and **absolutely free of mistakes and typos!** Your resume creates the first impression a potential employer has of you, and, along with your cover letter, is your primary marketing tool.

RESUME STRUCTURE AND CONTENT

Use the resume examples in this fact sheet as general guides, but ensure to target your resume to a job or specific field of interest. There is no one right way to write a resume. However, it is important that your resume presents your experience and skills in a professional and positive manner. **DO NOT** use a Microsoft Word Resume Templates. These are very challenging to edit! Below are the typical sections to include on a resume:

Contact Information: Include your full name, address, phone number, and email address at the top of your resume. If you are currently a student, use your school email address. If you choose to use an alternative email address it should consist of your name and/or your initials for easy recognition and professional appearance. Your name can be a larger font size than the rest of the resume, so that it stands out (14-16pt font for your name, versus 10-12pt font for the rest of the document).

Objective (optional): Write a concise statement of intent, indicating the type of position you are seeking. Long, vague statements are not appropriate. If you are open to multiple opportunities, you can remove the objective or create multiple versions of your resume with different objective statements.

Education: List schools attended in reverse chronological order. If you are early in your college career you may want to include high school information. However, as you become more involved at Yeshiva and gain more experiences, you can remove high school from the resume.

- **GPA:** You should only include your GPA if it is over a 3.00. **DO NOT ROUND YOUR GPA!** A 3.66 is 3.66, NOT 3.7.

Honors and Awards: Choose those which you think add value to your resume, e.g., Dean's List or a special academic honor.

Studies Abroad: List name of school, location, and dates attended.

Relevant Coursework (optional): List only courses relevant to the jobs for which you are applying.

Experience: Begin by listing all of your paid and unpaid experiences in reverse chronological order even if you think the experience does not immediately relate to your career objectives.

- Include company name, city, and state, your title, and dates of experience. If you are still working there, put starting month/year-present. For example, "May 2009 – present".
- Describe your tasks and responsibilities using descriptive phrases. Start each phrase with an action verb that explains what you did and what you accomplished or achieved. Be specific, and quantify wherever possible (e.g., "Increased fundraising efforts by 20% over the previous year.") Experiences in which you are currently involved should be in the present tense. Experiences in which you are no longer involved should be in the past tense.

- Avoid pronouns and articles such as I, the, a, an. Resumes are written with sentence fragments, not complete sentences. For example, you should write “Supervised group of 12 children in overnight camp,” instead of stating, “I supervised a group of 12 children in an overnight camp.”
- Consider separating experience into different section headings to highlight select positions you have held. For example, you can start with a section called Related Experience, Research Experience, Marketing Experience, or others targeted at the industry you want, and then follow that with Additional Experience for positions that are less relevant, but still show important skills that you have developed. (**Note:** this technique is optional; you can list all positions under one heading called “Experience” as well).

Activities: List all clubs, athletics, volunteer positions, community involvement, etc. If you held a leadership role in these organizations, you can title the section “Leadership Activities” as well. This section can either be a list written in reverse chronological order or written in the same format as the experience section depending on your level of involvement.

Skills: Include computer skills, language abilities, and other relevant skills such as research or laboratory. Be careful how you rate your ability in a language; consider fluent, proficient, conversant, familiar, etc. **DO NOT EXAGGERATE.**

Interests (optional): Mention hobbies, travel, music, etc. Try to be specific, such as “reading biographies” instead of just “reading”; list no more than 3-4 interests, and be able to explain in an interview what you do or why you are interested in the subject. If you don’t have space for interests, you can leave this section out.

At first, don’t worry if your resume is more than one page. The most important aspect of the first draft is to get all the potential information down, so it can be edited. If you are a freshman or sophomore and feel like you have trouble filling a page, add information from high school. Once the resume is edited, however, it should **not** exceed one page unless you have extensive work experience and it is acceptable in your industry.

FORMATTING

The format of your resume is nearly as important as the content. On average, employers spend no more than 15-30 seconds on your resume! Therefore it must be clearly laid out and easy to skim. You want the important points to stand out, using **bold**, underline, or *italics* strategically and consistently. For example, if you decide to bold names of companies, you must be sure to bold all names. If you choose to underline your titles, do so throughout the entire document.

The margins on your resume should be at least 0.5” top, bottom, left, and right, so that the document will print without errors. The resume should appear full, but not cramped. Do not type in a font size smaller than 10pt. Times New Roman, Garamond, and Arial are standard and acceptable font types. Avoid fonts which can be difficult to read and are not standard on every computer.

NEXT STEPS

Once you have a draft, bring it to the Career Development Center and a career counselor can help you edit it. Resumes usually take a few revisions or drafts to perfect, so be patient. It is always a good idea to have more than one person proofread your final version. In addition, **be careful** with computer tools such as Spell Check, which not only can miss typos on a resume, but also can accidentally change a word it does not recognize, such as the name of a company.

Once your resume is edited and proofread several times, you are ready to print it on resume paper. It is best to laser print and use white, off-white, or ivory resume paper.

DORA GOLDENBERG

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New York, NY 10003
(123) 456-7890
dgoldenbe@yu.edu

EDUCATION **Yeshiva University, Sy Syms School of Business** New York, NY
Bachelor of Science, May 2012
Major: Management
Studies Abroad: Jerusalem, Israel, 2008-2009
Torah Academy, Lovely, NJ
High School Diploma, May 2008
Awards: Department Award in Art History; High Honor Roll, 2006-2008

COURSE PROJECT **Organizational Behavior**, Spring 2009

- Analyzed methods to increase employee morale during difficult economic times through interviews with various sizes and types of organizations
- Created plan to implement low budget employee incentive program
- Presented research findings and low budget employee incentive program plan to a panel of human resource professionals

EXPERIENCE **Camp is Fun**, Fabulous, PA
Counselor, Summer 2009

- Planned and implemented activities for group of campers ages 10-12
- Supervised over 30 campers in overnight facility
- Collaborated with counselors and staff to develop original programs including theme nights, retreats, and off-camp outings

Lifeguard, Summer 2008

- Maintained pool area and supervised safety of swimmers
- Taught swim lessons to all levels and age groups

Self-employed, Lovely, NJ
Tutor, 2006-2007

- Facilitated student improvement in mathematics and reading comprehension skills
- Reviewed assignments and prepared student for exams; efforts resulted in student improving one full letter grade by end of semester

ACTIVITIES **NCSY**, Lovely, NJ
Advisor, 2009-Present

- Coordinate activities and weekend retreats for high school students
- Act as mentor and provide individual guidance for difficulties related to relationships, academics, and familial pressures

Torah Academy, Lovely, NJ
Editor, 2007-2008

- Supervised team of seven students in creation of yearbook
- Wrote articles, edited text, and determined layout of book

SKILLS Computer: Word, Excel, PowerPoint
Languages: Basic French; Intermediate Hebrew

RAFAEL EISENBERG

27 Arthur Street, #2
New York, NY 10000
212-132-1213
reisenberg@yu.edu

EDUCATION

Yeshiva University, Sy Syms School of Business, New York, NY

Bachelor of Science expected May 2011

Major: Marketing; Major GPA: 3.98; Overall GPA: 3.45

Relevant Coursework: Market Research, Statistical Methods in Marketing, Marketing and Consumer Behavior

Studies Abroad: Jerusalem, Israel, 2007-2008

MARKETING EXPERIENCE

X and Y Corporation, New York, NY, Summer 2009

Marketing Intern

- Developed new business plans for clients in collaboration with marketing team
- Conducted industry research and presented results in team meetings
- Analyzed data to determine best approach to target new business

Extra Good Wireless, New York, NY, Summers 2007, 2008

Sales Manager (Summer 2008)

- Managed, trained, and motivated 10 sales associates in largest branch in New York State
- Developed new promotional campaign for store geared toward younger consumers
- Generated positive customer feedback and achieved high sales performance, resulting in commendation from Regional Vice President

Sales Associate (Summer 2007)

- Advised clients in purchasing cell phones and accessories by providing accurate and useful information
- Achieved highest sales totals for July 2007
- Arranged store displays for special sales and promotions

ADDITIONAL EXPERIENCE

Camp Super Children, Small Town, PA, Summers 2004-2006

Counselor

- Supervised group of campers ages 6-8 daily
- Developed and implemented lesson plans involving arts and crafts, sports, and teambuilding
- Monitored camper behavior in cabins nightly

EXTRACURRICULAR ACTIVITIES

Treasurer, Marketing Club, Sy Syms School of Business (2009-Present)

Member, Volunteer Club, Yeshiva University (2008-Present)

SKILLS

Word, Excel, PowerPoint, and Access

INTERESTS

Rock Climbing, Taekwondo (working toward Black Belt), Current Events, and Oil Painting

ELIAS SHAPIRO

418 West 126th Street, Apt. 2F, New York, NY 10029
(212) 123-3854 • eliasshapiro426@yahoo.com

EDUCATION

Yeshiva University, Yeshiva College, New York, NY
B.A. in Biology, May 2011
Concentration in Pre-Health Sciences
GPA: 3.62; Dean's List: All Semesters; College Service Award
Studies Abroad: Jerusalem, Israel, 2007-2008

RESEARCH

Super Star Research, New York, NY, Summer 2009
Research Assistant

- Assisted in all aspects of NASA funded laboratory and microbiology research.
- Developed protocol for future applications and project maintenance.
- Performed aseptic techniques, maintained cell lines, ordered supplies, and wrote abstracts.

The Carafeller University, New York, NY, Fall 2008-Spring 2009
Research Assistant

- Conducted independent research project optimizing polymerase chain reaction for superantigens (Herpes Virus Saimiri, Mouse Mammary Tumor Viruses).
- Utilized laboratory skills such as polymerase chain reaction, agarose gel electrophoresis, maintaining cell cultures, and lysine cells.

EXPERIENCE

Yeshiva University, Yeshiva College, New York, NY, Fall 2009-Present
Laboratory Instructor

- Instruct 15 undergraduate students in general biology.
- Teach laboratory and dissection techniques and grade assignments.

Bais Ezra, New York, NY, Spring 2009-Present
Direct Care Staff

- Certified by Approved Medication Administration Procedures (AMAP) in dispensing medication to low- to mid-functioning developmentally disabled adults.
- Supervise residents' physical and emotional welfare.

Baltimore General Hospital, Baltimore, MD, Summers 2006/2007
Emergency Department Volunteer

- Assisted doctors with patient care and observed treatments.

SKILLS

Laboratory: Basic techniques in bacteriology, high performance liquid chromatography, maintaining arthropods, bacterial genetics, gas chromatography, titration, dissection techniques, sterile techniques

Computer: Word, Excel, PowerPoint, Access

LEADERSHIP

Campus Chair, NY Blood Services Tri-annual Blood Drive, 2009-Present
Secretary, Sigma Delta Rho, Science Honors Research Society, 2009-Present
Tutor, Yeshiva College Chemistry, Spring 2009
Student Representative, Yeshiva College Admissions Committee, 2008-2009
News Reporter, *The Commentator*, Campus Newspaper, 2008-2009

ELIEZER LAUFER

(917) 222-3333

laufer@yu.edu

Current Address:

123 Lexington Avenue, Apt. 6B
New York, NY 10025

Permanent Address:

202 West Broadway
Washington, DC 20202

OBJECTIVE:

A full-time position in counseling at a social services organization.

EDUCATION:

Yeshiva University, Yeshiva College, New York, NY

B.A. in Psychology, May 2010

GPA: 3.42

Studies Abroad: Jerusalem, Israel, 2006-2007

EXPERIENCE:

Counselor

June 2008-Present

Men's League Community Residence

Brooklyn, NY

- Provide direction and supervision to 12 developmentally disabled adults in group home
- Organize and run group recreational activities
- Teach and reinforce daily living skills through practical chores
- Aid residents in developing socialization skills and oversee hygiene maintenance

Child Care Worker

February-May 2008

Emanuel YMHA

New York, NY

- Assisted in program designed to teach effective parenting skills
- Created stimulating games and recreational activities to foster children's development
- Met with supervising social worker to review children's progress

Counselor

Summers 2006 and 2007

Boro Park YMHA

Brooklyn, NY

- Planned activities and implemented recreational and social programs for over 30 campers
- Supervised group outings and ensured safety of all participants

Resource Room Tutor

August 2004-June 2006

Shulamith Elementary School

Washington, DC

- Provided individual instruction to learning disabled student in educational program
- Developed lessons and activities to stimulate learning

ACTIVITIES:

Vice President, Russian Club

Fall 2008-Present

- Plan and implement activities highlighting Russian culture for University campus
- Act as liaison between club and University administration
- Manage budget of \$1,000 and allocate funds

Coordinator, Volunteer Club

Fall 2008-Present

- Train and supervise volunteers at various community organizations
- Coordinate schedule and act as liaison between students and community organizations

SKILLS:

Languages: Hebrew (Fluent); Spanish (Conversational)

Computer: Word, PowerPoint, and Excel

INTERESTS:

Distance running, reading science fiction, and Thai cooking

NAOMI ROSEN
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nrosen@hotmail.com

OBJECTIVE

To obtain a teaching position within a Jewish Day School.

EDUCATION

Yeshiva University, Stern College for Women, New York, NY
Bachelor of Arts in Political Science, expected May 2010
GPA: 3.72
Studies Abroad: Jerusalem, Israel, 2006 – 2007

RELATED EXPERIENCE

NCSY of New Jersey, Teaneck, NJ
Advisor (August 2007 – Present)

- Provide mentorship for high school students
- Lead activities and programs during weekly meetings and outings

Camp Summertime, Wilderness, NY
Director of Programming (Summer 2009)

- Oversaw all programming for 50 children ages 10-14 in overnight camp
- Supervised five counselors and designated scheduling of all activities
- Developed and planned curriculum around Jewish learning

Alyn Hospital Pediatric and Adolescent Rehabilitation Center, Jerusalem, Israel
Hospital Clown (October 2006 – May 2007)

- Performed for and visited with ill children weekly

ADDITIONAL EXPERIENCE

Senator Hilary Rodham Clinton (D-NY), Washington, DC
Summer Intern (Summer 2008)

- Assisted constituents in obtaining representation information via phone, email, and mail
- Attended lobbying sessions and participated in political events on Capitol Hill

Smith for Governor Campaign, Newark, NJ
Volunteer (October 2004 – November 2005)

- Conducted door-to-door marketing in Northern New Jersey neighborhoods
- Compiled press packets and distributed to local news agencies

EXTRACURRICULAR ACTIVITIES

Torah Activities Council, *Secretary*, Fall 2008 – Present
Yeshiva Social Justice Club, *Member*, Fall 2007 – Present

PROFESSIONAL AFFILIATIONS

National Association for the Education of Young Children, Fall 2009 – Present

SKILLS

Word, Excel, PowerPoint, Adobe Pagemaker, Macromedia Dreamweaver

OLIVIA GORMAN

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OBJECTIVE

An editorial position in the publishing industry

EDUCATION

Yeshiva University, Stern College for Women, New York, NY

Bachelor of Arts in English, May 2010

Minor: Business

Major G.P.A.: 3.87; Cumulative G.P.A.: 3.45

Dean's List: All Semesters

EDITORIAL EXPERIENCE

***The Observer*, Assistant Editor**, New York, NY (Fall 2008-Present)

Develop content for school newspaper in collaboration with Editor. Assign stories to reporters. Supervise editorial staff. Develop and maintain \$3,000 budget and advertising revenue in collaboration with team. Write and edit articles including news and feature stories.

Simon and Schuster, Editorial Intern, New York, NY (Summer 2009)

Read through "slush pile" and presented noteworthy manuscripts to Assistant Editor. Maintained log of submissions. Selected and arranged book reviews and author information for sales kits. Provided administrative support to editors in all aspects of book production.

The Putnam Group, Editorial Intern, New York, NY (Fall 2008-Spring 2009)

Evaluated book submissions and referred noteworthy books to appropriate editors. Coordinated company's contributions of book donations and selected material for specific ages. Created and managed libraries to ensure full representation of published books. Worked directly with Managing Editor to prepare sample books for art, production, and sales departments.

Price Stern Sloan, Inc., Editorial Intern, Santa Monica, CA (Summer 2008)

Edited and tested children's books for publication. Discovered potential new writers for future projects through reading submissions. Presented story ideas and book concepts at editorial meetings. Corresponded with aspiring authors. Replied to fan mail.

All Girl Productions, Creative Projects Intern, Burbank, CA (Summer 2007)

Provided administrative assistance and attended client meetings.

ADDITIONAL EXPERIENCE

Freeda Vitamins, Office Assistant, Burbank, CA, Fall 2005-Spring 2006

Great Camp Rocks, Counselor, Lost, CA, Summers 2004-2006

LEADERSHIP

Stern College, Resident Advisor, September 2008-Present

Inter-Collegiate Debate, Winner, Spring 2009

National Conference of Synagogue Youth, Regional Advisor, 2007-2009

COMPUTER SKILLS

Word, Excel, PowerPoint, and Access

ACTION VERBS

COMMUNICATION SKILLS

Advertised
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Expressed
Formulated
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Lectured
Listened
Managed
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled

Recruited
Reinforced
Reported
Resolved
Responded
Solicited
Suggested
Summarized
Synthesized
Translated
Wrote

CREATIVE SKILLS

Acted
Adapted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Entertained
Established
Formulated
Founded
Illustrated
Implemented
Initiated
Instituted
Integrated
Introduced
Invented
Launched
Modeled
Modified
Organized
Performed
Planned
Revised
Revitalized
Shaped
Solved

DATA/FINANCIAL SKILLS

Administered
Adjusted
Allocated
Analyzed
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Consolidated
Corrected
Determined
Developed
Estimated
Forecasted
Formulated
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Proved
Qualified
Reconciled
Reduced
Researched
Retrieved

HELPING SKILLS

Adapted
Advocated
Aided
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Compared
Contributed
Cooperated
Counseled
Demonstrated

Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Guided
Helped
Mediated
Moderated
Motivated
Provided
Referred
Rehabilitated
Represented
Resolved
Supplied
Supported
Volunteered

MANAGEMENT SKILLS

Accomplished
Achieved
Administered
Analyzed
Appointed
Approved
Assigned
Attained
Compared
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Created
Decided
Delegated
Developed
Directed
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Implemented
Improved

Incorporated
Increased
Initiated
Instituted
Led
Managed
Mediated
Merged
Moderated
Motivated
Navigated
Negotiated
Organized
Overhauled
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised

ORGANIZATIONAL SKILLS

Approved
Arranged
Assisted
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Consolidated
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Implemented
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained

Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Scheduled
Screened
Submitted
Supervised
Supplied
Standardized
Systematized
Updated
Validated
Verified

RESEARCH SKILLS

Analyzed
Clarified
Collected
Compared
Conducted
Consolidated
Critiqued
Displayed
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Formulated
Gathered
Implemented
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Proved
Researched
Reviewed

Searched
Solved
Summarized
Systematized
Tested

TEACHING SKILLS

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Displayed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Implemented
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Taught
Tested
Trained
Transmitted
Tutored

TECHNICAL SKILLS

Adapted
Applied
Assembled
Built
Calculated
Computed
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Installed

Investigated
Maintained
Operated
Overhauled
Programmed
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilize

