

## *Resumes*

<b>TOP 10 RESUME GUIDELINES</b>	
1	Proofread to eliminate spelling or grammatical errors.
2	Resumes should generally be 1 page; however, 2 pages are acceptable in some circumstances.
3	Print on resume quality paper.
4	List education and experience in reverse chronological order.
5	Use strong action words (refer to the Action Verbs page).
6	Include all relevant academic and work experiences that illustrate your skills.
7	List experiences under appropriate titles, i.e. “Related Experience”, “Additional Experience”, “Research Experience”, etc.
8	Quantify accomplishments using numbers and percentages.
9	Do not include personal data such as: age, nationality, children, and health.
10	Avoid staples, folds, hollow bullets & italics as your resume may be scanned.

### **GETTING STARTED**

1. Brainstorm and list all of your experiences throughout college. First-year and sophomore resumes may include related high school experiences. These are typically removed by senior year.
2. Describe your experiences by using strong Action Verbs. (see back page) Use numbers to quantify accomplishments and skills, i.e. “Coordinated a team of #”, “Instructed # children ages # to #” or “Managed budget of \$”.
3. Use short phrases and powerful words to stress accomplishments. Do not use “I”.
4. Avoid “responsible for” and “duties included” which present a passive rather than active tone.
5. Use capitalization, underlining, bold type and spacing (in moderation) to emphasize relevant skills and experiences. Details such as format and paper quality enhance the appearance of your resume.

## LAYOUT OF A RESUME

**Objective:** This is optional; include only if you can be CLEAR and SPECIFIC.

### Education:

Include: degree, major, name of college or university, city, state, and date of graduation.

GPA, only if it is favorable (undergraduates: above 3.0. graduate: above 3.5).

Study abroad / away

Relevant coursework

For example:   **CLARK UNIVERSITY**, Worcester, MA  
Bachelor of Arts in Psychology, to be awarded May 2010  
Minor: International Development  
GPA 3.3/4.0  
Relevant coursework: List 4 – 6 *upper* level courses

### Experience:

Include: all relevant full-time and part-time positions, internships, summer jobs, community service, volunteer and research projects. Divide experiences into categories (Related; Additional; Teaching; Research Experience) to tailor to the position you are seeking.

### Skills:

Include: computers skills and foreign languages with level of knowledge (i.e. “Fluent in Spanish”, “Intermediate Chinese”). Do not list English if applying in the U.S.

### Activities and Interests:

Include: sports teams and dates (list sports achievements and awards if applicable), Clark clubs and other organizations you have been affiliated with (many times these activities can be considered Experience).

## RESUME CHECKLIST

- \_\_\_ Is your resume limited to no more than two font styles (and preferably one)?
- \_\_\_ Are the margins between ½ and 1 inch wide?
- \_\_\_ Is your resume professional, neat, and easy to read?
- \_\_\_ Is it free of typing, spelling, and grammatical errors?
- \_\_\_ Have you eliminated unnecessary words such as “responsible for”, “duties included”, “the”, “an”, “a”, “various”, and the pronoun “I”?
- \_\_\_ Does your resume highlight the most important information, emphasize the positive, and support your objective?
- \_\_\_ Have you used strong action verbs and quantitative measures to emphasize accomplishments?
- \_\_\_ Is your resume accurate and honest?
- \_\_\_ Has it been critiqued by Career Services or at least one person in your field of interest?
- \_\_\_ Are you prepared to discuss all information presented on your resume with an employer?

**Come visit us at Career Services for more assistance in creating that perfect resume. Drop it off and it will be reviewed and ready for pick-up within 48 hours!**

**JESSICA CLARKIE**

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SCHOOL:

Clark University  
950 Main St. Box 007  
Worcester, MA 01610

HOME:

12 Kendall Rd.  
Chicago, IL 60602

OBJECTIVE:

Summer internship in a human service organization

EDUCATION:

**CLARK UNIVERSITY**, Worcester, MA  
Bachelor of Arts, **Psychology** expected May 2011  
GPA: 3.2/4.0

RELEVANT COURSEWORK:

Developmental Psychology • Theories of Family Processes • Cultural Psychology  
Human Development and Learning • Abnormal Psychology • Psychology of Personality

RELEVANT EXPERIENCE:

**PSYCHOLOGY DEPARTMENT, Clark University, Worcester, MA**

***Research Assistant***

Fall 2008 - Spring 2009

- Assisted with study examining the effects of meditation on stress management
- Designed surveys to measure stress level of 20 adolescent participants
- Led meditation sessions twice a week for 10 weeks
- Analyzed data from participant surveys

**UNIVERSITY PARK CAMPUS SCHOOL, Worcester, MA**

***Tutor***

Fall 2007 – Spring 2008

- Instructed small groups of high school students with reading and writing weaknesses
- Planned and implemented writing and reading exercises
- Completed extended case study on one student

ADDITIONAL EXPERIENCE:

**UNO'S RESTAURANT, Worcester, MA / Chicago, IL**

**Waitstaff**

Summer 2007 - present

**DEAN OF STUDENTS OFFICE, Clark University, Worcester, MA**

**Office Assistant**

Fall 2007 - Spring 2008

SKILLS:

Conversational Spanish  
SPSS; MS Office

EXTRACURRICULAR:

Undergraduate Psychology Club

TOPICS: Training, Outreach, Prevention, Intervention, Counseling and Support  
student group that addresses dating and domestic violence

## ***Andrew Clarkie***

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aclarkie@clarku.edu

122 Woodland St. Apt. 2  
Worcester, MA 01610

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### **Education:**

**Clark University**, Worcester, MA

Bachelor of Arts in Business Management, expected May 2010

Double Major: Theatre Arts (concentration in Directing)

GPA: 3.4; Dean's List

### **Related Experience:**

***Marketing Communications Intern***                      RDW Group Inc., Worcester, MA                      Fall 2009

- Create and maintain media lists; write news releases and articles for newsletters; conduct market research for client reports.
- Special projects include writing briefs to assist creative team with design of PR materials; developing public service announcements and posters to promote events hosted by clients.

***Advertising & Promotion Project***                      Clark University, Worcester, MA                      Spring 2009

- Worked with 4 member advertising team to develop strategic, creative, multi-media marketing campaign; conducted audio-visual presentation for class.

***Entrepreneurship Project***                      Clark University, Worcester, MA                      Fall 2008

- Collaborated with team of 3 to prepare marketing and business plan for proposed venture; conducted PowerPoint presentation.

***Managerial Communications Project***                      Clark University, Worcester, MA                      Fall 2008

- Evaluated and contrasted corporate responsibility information provided on websites of oil companies (ExxonMobil, Caltex, Dana and Anadarko Petroleum).

***Marketing Management Project***                      Clark University, Worcester, MA                      Spring 2008

- Created detailed plan to market a new product and to "sell" product to the class.

### **Leadership:**

#### ***Student Trustee***

Board of Trustees                      Clark University, Worcester, MA                      2007 - present  
Participated in long-range planning discussions with administration and faculty.

#### ***Leadership Committee***

Athletic Department                      Clark University, Worcester, MA                      2007 - 2009  
Selected to serve as liaison between athletic community and campus-at-large.

### **Skills:**

Proficient in the use of MS Word, PowerPoint, Excel, Access and HTML

## ELIZABETH D. CLARKIE

### EDUCATION

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#### CLARK UNIVERSITY

Worcester, MA

**Master of Arts in Public Administration** to be awarded May 2010

GPA: 3.86/4.0

**Bachelor of Arts**, Government and International Relations, minor in History, magna cum laude, May 2009  
International Studies Stream

Senior Honors Thesis: *The Role of the First Lady: Public vs. Private Persona*

GPA: 3.64/4.0

#### University of London, Birkbeck College

London, England

Spring semester 2008

### RELATED EXPERIENCE

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#### American Civil Liberties Union of MA

Worcester, MA

Fall 2008

*Assistant to the Director*

Interviewed clients; performed legal research; wrote case briefs; answered intake calls about civil liberty concerns; referred clients to alternative organizations; took depositions; wrote press releases. Conducted research for statewide projects pertaining to prison reform and the Patriot Act.

#### Alice Brooke, MP - House of Commons

London, England

Spring 2008

*Assistant to a Member of Parliament*

Researched issues regarding women and children's rights, health care, education, prison reform. Sorted and replied to constituent mail; drafted press releases and Parliamentary questions. Planned and organized representative's daily schedule.

#### Dept. of the Secretary of State

Augusta, ME

Summer 2007

*Polling Place Accessibility Specialist*

Surveyed over 200 polling sites statewide for ADA accessibility; coordinated site visits. Assessed site status and identified potential solutions for non-compliant facilities; collaborated with disability advocacy organizations; input data into Access; analyzed compiled data. Created PowerPoint presentation used to brief experts and politicians on the project.

### COMPUTER SKILLS

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Macintosh and PC literate; MS Office, FileMakerPro, Quark, WordPerfect, Works, PageMaker, Outlook, Internet Explorer, Safari; 65+ wpm

### HONORS AND ACTIVITIES

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*Honor Societies:*

- **Gryphon and Pleiades:** membership awarded to 12 Seniors for extracurricular and academic achievement
- **Fiat Lux:** membership awarded to Seniors who excel in both academics and community involvement
- **Pi Sigma Alpha:** National Political Science Honors Society

*Activities:*

- *Volunteer, Political Campaigns:*
  - *John Kerry, Jim McGovern, John Lynch*
  - *Peer Advisor, Clark U.*
- *Democrats of Clark University*
- *The Scarlet: Clark student newspaper*
- *Big Brothers/Big Sisters: Clark U.*

### INTERNATIONAL TRAVEL

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Traveled to/studied in Australia, Belgium, Canada, Czech Republic, France, Germany, Hungary, Ireland, Italy, Luxembourg, Mexico, New Zealand, Poland, Spain, Switzerland, and the UK to experience diverse cultures, develop interpersonal skills, and advance foreign language abilities (proficient in French and Spanish)

## ACTION VERBS

Accomplished	Constructed	Explored	Modified	Restored
Achieved	Continued	Facilitated	Molded	Retained
Acquired	Contracted	Figured	Monitored	Reviewed
Activated	Conveyed	Financed	Motivated	Retrieved
Adapted	Convened	Focused	Named	Rewrote
Adjusted	Coordinated	Forecasted	Negotiated	Routed
Administered	Corresponded	Formed	Observed	Scheduled
Advised	Counseled	Formulated	Obtained	Searched
Allocated	Created	Fostered	Operated	Selected
Analyzed	Critiqued	Functioned	Ordered	Served
Annotated	Decided	Generated	Organized	Serviced
Anticipated	Defined	Governed	Originated	Shaped
Applied	Delegated	Grouped	Outlined	Shared
Appraised	Delivered	Guided	Oversaw	Showed
Arranged	Demonstrated	Handled	Participated	Simplified
Articulated	Derived	Helped	Perceived	Simulated
Assembled	Designed	Identified	Performed	Sold
Assessed	Detected	Illustrated	Persuaded	Solicited
Assigned	Determined	Implemented	Planned	Solved
Attained	Developed	Imposed	Predicted	Sought
Authored	Devised	Improved	Prepared	Specified
Balanced	Diagnosed	Increased	Prescribed	Spoke
Briefed	Directed	Influenced	Presented	Staged
Budgeted	Dispensed	Informed	Presided	Structured
Built	Displayed	Initiated	Printed	Studied
Calculated	Distributed	Inquired	Processed	Succeeded
Carried out	Drafted	Inspected	Produced	Suggested
Catalogued	Dramatized	Installed	Programmed	Summarized
Categorized	Drew up	Instilled	Promoted	Supervised
Chaired	Earned	Instructed	Protected	Supported
Changed	Edited	Insured	Provided	Surveyed
Channeled	Educated	Interpreted	Questioned	Synthesized
Charted	Effected	Intervened	Raised	Systematized
Clarified	Elicited	Interviewed	Rated	Targeted
Coached	Employed	Investigated	Recommended	Taught
Coded	Encouraged	Judged	Recorded	Tested
Collaborated	Endured	Lectured	Recruited	Trained
Collated	Enlisted	Led	Reduced	Translated
Collected	Entertained	Licensed	Regulated	Tutored
Committed	Examined	Listened	Reinforced	Updated
Communicated	Exchanged	Located	Rendered	United
Compared	Executed	Maintained	Repaired	Utilized
Completed	Exercised	Managed	Reported	Verified
Compiled	Exhibited	Marketed	Represented	Visualized
Conceived	Expanded	Mastered	Reproduced	Wrote
Conducted	Expedited	Measured	Researched	
Confronted	Experienced	Mediated	Resolved	<i>Updated:</i>
Consolidated	Explained	Modeled	Responded	<i>May 2009</i>