

CREATING A DYNAMIC RESUME

Preparing You For Life After OWU!

Purpose of a Resume and Making a Great First Impression

Your resume is your marketing tool, often the first impression an employer will have of you. It should communicate relevant skills, experience, and knowledge relevant to the job in a concise, easy-to-read format.

FIRST STEPS

Evaluate the skills and knowledge that you have to offer an employer or graduate/ professional program. You should be able to answer the following:

- Who are my intended audiences?
- What are my top five skills? Personal attributes?
- Which experiences and activities relate most closely to the internship or job of interest?
- How have I demonstrated my strengths and accomplishments through my past experiences?
- What work or volunteer experiences have I enjoyed most?
- What classroom knowledge can I apply to a work setting?
- How has my involvement on campus enhanced my skills?

KEY TIPS

- Correct grammar, punctuation, and spelling are a must!
- Length is generally 1-2 pages (depending on your field).
- Dates are listed in reverse chronological order.
- List most important or relevant skills and experience first.
- GPA is listed if 3.0 or above. Don't round up.
- Use abbreviations sparingly.
- Present similar information consistently.
- Ethics apply. Be honest in all your communication!
- Use active verbs to describe relevant experiences.

How We Can Help!

Bring your resume by HWCC 324 during drop-in hours (M-TH 12 – 4.30 pm) to get it reviewed or make an appointment online in Handshake! Check out our website for access to many other resources including the OWU Alumni Network, Parker Dewey, Candid Career, and GoInGlobal.

Sample Resume Outline

Full Name

Address | Phone Number | Email Address
(LinkedIn: Optional)

SUMMARY

Include a statement describing your unique skills and attributes. You may include computer, language, laboratory, or other relevant skills, key experiences and positions you are interested in.

EDUCATION

School Name, Location Graduation
Month Year
Degree/Major(s)

- Minor(s)
- GPA (optional)
- Relevant Coursework

RELEVANT EXPERIENCE

List your experiences in reverse chronological order (most recent experiences first).

Name of Company | Location Month Year – Month Year
Job Title

- (Action verb + Subject + Result)
-

Name of Company | Location Month Year – Month Year
Job Title

- (Action verb + Subject + Result)
-

LEADERSHIP & CAMPUS INVOLVEMENT

Name of Organization | *Position* Month Year – Month Year

Name of Organization | *Position* Month Year – Month Year

VOLUNTEER

Name of Organization | *Location* Month Year – Month Year

Sample Resume #1

Sally Bishop

4000 Woosoo Circle, Columbus, OH 43228 ▪ sallybishop@ gmail.com ▪ (614) 333-3333

SUMMARY

Well-organized, creative, outgoing Ohio Wesleyan Junior and International Business major with a strong interest in marketing and working in collaborative settings to achieve success. Recruited athlete (Varsity Women's Golf). **Gained solid understanding of Abercrombie and Fitch culture and product as a Sales Associate (2 years)**. An individual who takes pride in her work and is well regarded by professors, supervisors, and peers for strong work ethic, excellent communication and problem solving skills, and follow-through. Demonstrated ability to take direction, plan and execute projects.

EDUCATION

Bachelor of Arts, International Business, Ohio Wesleyan University, Delaware, OH | Anticipated Graduation: May 2022

Minor: Psychology | Cumulative G.P.A.: 3.32 | Current G.P.A.: 3.73

Academic Honors and Awards: *Godman Scholarship | Economics Management Program | Dean's List*

Technical Competencies: Proficient in Excel, Word, Outlook, PowerPoint, Facebook, Twitter, Instagram

PROFESSIONAL EXPERIENCE

Dot's Tots Foundation, Hilliard, OH | Summer 2019

Business Marketing Intern

(Dot's Tots is a nonprofit that provides support to Central Ohio youth with debilitating diseases, injuries, or illness as well as foster care families.)

- Employed effective communications, event planning skills with diligent follow-thru to help organize foundation summer fundraisers. Proceeds from fundraisers exceeded \$4500 over a 10 week period. Fundraisers included: 5K Run, Bar Crawl, Holiday Festival, and Golf Outing
- Supported marketing efforts to the Hilliard and Columbus communities through effective social media engagement as well as door to door marketing through businesses in the area.

Ohio Wesleyan University, Delaware, OH | Aug. 2018-Present

Resident Advisor

- Collaborated with 35 residents to identify and address needs and provide a healthy, safe living environment.
- Marketed upcoming events and volunteer opportunities to residents through one-on-one conversations and floor meetings and posted materials when necessary.
- Enforced University safety and security policies; counseled students appropriately and completed necessary forms.

Dairy Queen, Gahanna, OH | Jun. 2016- May 2020

Manager

- Represented business professionally and respectfully to customers at all times and provided friendly and responsive customer service in person and via phone. This included phone orders, cake orders, identifying customer needs and resolving complaints in a fast and satisfactory manner.
- Opened and closed restaurants regularly. Oversaw quality of food.
- Wrote weekly associate schedules; resolved conflicts and addressed concerns among employees.
- Managed daily operations including making cakes, customer services, employee concerns and work patterns, and maintained correct money levels in the change drawers as well as managing time cards at pay period.

Abercrombie and Fitch, Columbus, OH | Jan. 2018- Oct. 2020

Sales Associate/Stock Associate

- Utilized communications and sales skills to market clothing products to incoming customers. Assisted customers in their clothing search as well as in their process to purchase items they desired.
- Executed floor programming as directed by corporate standings. Worked in stock department organizing clothing as needed.

Sample Resume #2

Sarah H. Bishop

30000 OWU Road, Columbus, OH 43822 | 740-200-8000 | sabishop@owu.edu

SUMMARY

Well-organized and curious Ohio Wesleyan Junior and Biology major who possesses demonstrated outreach and coordination skills and is passionate about educating people on the intricacies and specialness of animal life and conservation.

EDUCATION

B.A. Biology | **Ohio Wesleyan University** | Delaware, OH | May 2020
Minor: Religion | GPA: 3.60 | Ohio Wesleyan University Honors Program

Related Coursework

General and Organic Chemistry | Introduction to Cell Biology | Organisms & their Environment Genetics
Genome Editing with CRISPR/Cas9 | Fundamentals of Speech | Genomics & Genetic Diseases

ZOOLOGY MUSEUM AND ANIMAL CARE EXPERIENCE

Animal Care Worker | Ohio Wesleyan University Zoology Department | May- June 2018

- Executed the proper care and feeding of the department animals, including crayfish, sea stars, fish, cockroaches, and other organisms
- Demonstrated attentiveness and responsiveness to equipment maintenance and errors to ensure health of animals

Zoology Museum Coordinator/Chemical Hygiene Coordinator | Ohio Wesleyan University Zoology Department | August 2017- May 2018

- Worked collaboratively with Zoology Department faculty to organize and carry out chemical waste and specimen management for Ohio Wesleyan Museum of Zoology

ADDITIONAL INTERNSHIP AND WORK EXPERIENCE

Health Center Intern | Ohio Wesleyan Student Health Center | August 2018- Present

- Assist with everyday function of OWU Health Center and work with employees to provide educational experiences for students
- Perform secretarial work, medical kit control tests, and educational event planning

EXPLORE Program Intern | Ohio Wesleyan Chaplain's Office | January 2018- Present

- Assist in planning and execution of faith institute for high school students
- Engage in outreach and communication with students and organizations and event planning

CAMPUS LEADERSHIP AND INVOLVEMENT

- OWtsiders A Cappella Music Director: Direct 15 students who present contemporary music concerts, including directing rehearsal, choosing music, and working with leadership team
- Orientation Camp Leader

Resume Action Verbs

COMMUNICATION SKILLS	TECHNICAL SKILLS	CREATIVE SKILLS	MANAGEMENT SKILLS
Addressed	Adapted	Acted	Allocated
Advised	Administered	Collected	Analyzed
Arbitrated	Arranged	Critiqued	Appraised
Authored	Assembled	Conceptualized	Appointed
Clarified	Built	Created	Assigned
Coached	Catalogued	Designed	Attained
Communicated	Calculated	Developed	Authorized
Corresponded	Clarified	Directed	Balanced
Developed	Compiled	Extracted	Chaired
Directed	Computed	Established	Contracted
Drafted	Converted	Fashioned	Consolidated
Edited	Conserved	Founded	Coordinated
Enabled	Designed	Generated	Developed
Explained	Developed	Identified	Directed
Facilitated	Devised	Illustrated	Evaluated
Guided	Dispatched	Implemented	Executed
Informed	Engineered	Inspected	Identified
Influenced	Fabricated	Instituted	Improved
Interpreted	Generated	Integrated	Increased
Lectured	Maintained	Introduced	Initiated
Mediated	Marketed	Invented	Organized
Moderated	Operated	Investigated	Oversaw
Motivated	Organized	Modeled	Planned
Negotiated	Overhauled	Operated	Prioritized
Persuaded	Programmed	Performed	Produced
Promoted	Projected	Planned	Recommended
Publicized	Remodeled	Prepared	Retrieved
Reconciled	Repaired	Processed	Reviewed
Recruited	Replaced	Researched	Stimulated
Spoke	Solved	Revitalized	Streamlined
Translated	Specialized	Summarized	Strengthened
Trained	Upgraded	Updated	Supervised