

WRITING YOUR ANTIOCH RESUME

WHAT ARE THE OBJECTIVES OF RESUME DEVELOPMENT?

We suggest a multi-purpose resume that can be adapted to a number of different employers. Your resume is always accompanied by a targeted application letter which is addressed to a specific employer needs, organization and job. The application letter should demonstrate your knowledge of the employer and of the responsibilities and functions of the position for which you are applying. You'll learn more about that later.

A resume is a brief introduction stressing your education, work history, talents and skills. You should think about your strengths, accomplishments, skills, talents and knowledge thoroughly and systematically. Write your resume to guide the reader's interpretation of the information presented. The interpretive burden should not fall heavily on the reader. Qualities of a good resume include clarity, focus and credibility. We might also add that a resume should be succinct, crisp, trenchant, expressive, interesting, personal, concise, direct and vigorous. In the world of human resources departments, most resumes are ruled in or out with a 20 second read. The reader should have a clear understanding of what the applicant can bring to the organization and position. Resume development can prepare you for a strong, informative interview and help you recognize opportunities and areas that need further development. A good resume helps structure the interview process (and can justify the hiring decision to others).

RESUME FEATURES (SEE ACCOMPANYING EXAMPLE)

We suggest that you **CAPITALIZE** section headings or use **SMALL CAPS** and use **bold** for position titles. Maintain consistency throughout the document in the format of dates, spacing, punctuation, and fonts. Use bullets for emphasis, to separate items and guide the reader. Overusing bullets defeats their purpose. Keep phrases short. Do not use full sentences or paragraphs. You should single space within sections and double space between sections or format the paragraph to add less than that amount of space. Format your resume to help guide the reader's eyes to the most important information.

Not everyone will have entries in every section. Some students may have more work experience and little volunteer experience or vice versa.

IDENTIFICATION AND CONTACT INFORMATION

You must include your name and how you can be reached via phone, fax, email and snail mail. We recommend using your cell phone to assure 24 hour message availability. We also suggest using Center for Cooperative Education's fax number 937-769-1310.

EDUCATION

List your degree: Bachelor of Arts or Bachelor of Science in progress. Include your major or focus if appropriate.

EXPERIENCE

A resume always presents information in reverse chronological order (begin with the most recent), listing experiences in the order in which they happened. (Occasionally information can be presented out of order if the ordering makes sense, e.g. to cluster a few highly similar experiences). Your resume must be organized and well presented so potential employers can locate information quickly. It should be concise yet convey essential information. The employer should be able to identify your job titles, responsibilities and the organizations where you have worked. Many skills can be transferred from one field of application to another. Skills and accomplishments should be described in language that supports their relevance to a range of fields and organizations. The descriptive terms you choose present the conclusions you want the potential employer to reach. You are identifying and interpreting your abilities for the potential employer. Your resume should show that you recognize your capabilities and qualifications.

The descriptive components here are: employer, job title, dates, location and what you were responsible for and accomplished in the position. We suggest that what you did is far more important than when you did it so please list your job title in bold first to direct the reader's eye. Use a bullet to emphasize the scope of responsibilities, accomplishments and skills developed in the specific work context. The prospective employer will use these statements to interview you and to determine your appropriateness for the position.

When describing academic, community and employment experiences be concise and descriptive, and never redundant. Use active, skills-oriented phrasing. Where possible use a verb and an object in your skill description, adverbs and adjectives add clarity about your level of proficiency as well. Cite specific accomplishments. The phrasing should be succinct. For example:

- Assessed program needs and implemented changes to improve client services
- Organized street demonstration in support of...
- Analyzed procedures to assess their efficiency
- Applied theory and abstract concepts to work settings
- Described events and procedures clearly
- Evaluated information and presented analyses
- Identified alternative courses of action and strategies...
- Organized people and resources to achieve goals
- Managed time and resources effectively

These are some examples of action verbs you might choose for your resume.

administered
advised
analyzed
applied
assembled
assessed

arranged
assumed responsibility
billed
carried out
collected
communicated

compiled
completed
conducted
contacted
contracted
coordinated

counseled
created
designed
determined
developed
directed
distributed
documented
edited
established
evaluated
functioned as
handled
identified
implemented
improved
interviewed
introduced

invented
maintained
managed
measured
met with
operated
orchestrated
ordered
organized
oversaw
performed
planned
prepared
presented
produced
programmed
provided
published

purchased
recommended
recorded
represented
researched
reviewed
saved
screened
served as
served on
sold
suggested
supervised
taught
tested
trained
typed
wrote

ON-CAMPUS WORK EXPERIENCE

You may use a separate section for on-campus work experience. Consistency in the style of presentation is important.

VOLUNTEER EXPERIENCE AND COMMUNITY ACTIVITIES

A separate section for volunteer and community experience can be effective or you may combine these activities with the above “Experience” section. If experience from any source or context supports your objective (to demonstrate responsibilities, accomplishments and skills) then include it. For job title try to use a descriptive name or alternately use the term volunteer. Consistency in the style of presentation is important.

HONORS AND AWARDS

This section allows you to list any scholarships or awards you have received.

SKILLS

Unless you have a great deal (bunches, years and years) of experience directly related to the position applied for, use either **SKILLS** or **SUMMARY OF QUALIFICATIONS** as the heading. Be sure to include talents and skills not demonstrated in your jobs and other experiences such as languages, computer skills, training and certificates.

You have many talents and skills. We recommend listing those skills on your resume which reinforce the conclusions you want your reader to conclude about you. Include talents and skills that you want to reinforce by including those that may not be obvious from your work or education history; and/or those you especially love to use. The idea is to tell your essential and important story but not to try to overwhelm the reader with too much. Ask your advisor for help, it's a good way for him/her to get to know you better.

SELECTED COURSE WORK

Antioch coursework and coursework taken at other colleges do not need separate subsections. We also suggest that you list relevant coursework rather than all of your coursework. The longer you are at Antioch the more selective you will become with the classes you include.

MORE ABOUT DEVELOPING YOUR RESUME

We ask that you develop your own resume, based upon the example provided. A Co-op Advisor will review your resume with you and help you further develop it to represent you in a concise, honest, and flattering fashion. As you know, every college graduate needs a resume as she or he looks for post-graduate employment. Our resume development and revision process allows you to learn how to develop your resume. It also provides you with a good start on your professional resume or better yet, a finished product.

- When you save your resume change its name to Last Name, First Name. Each resume must have a unique name for the recipient to know to whom it belongs. Never send a resume named resume.
- Every semester you should update your resume. You expand the resume as you complete course work, FWSP jobs, volunteer experiences, and each new co-op.
- You must keep an up-to-date resume (both a paper copy and a Microsoft Word document or rich text format document) on file in the Co-op Department to enable the department to email or fax your resume to prospective co-op employers.
- You cannot be recommended to a co-op employer without your updated resume. Be sure to email your updated resume to by the fourth Friday of the study term you arrive back on campus.
- Email your resume from your FirstClass account to [resumes](#)