



CAREER SERVICES

BRIDGEWATER STATE COLLEGE



Resume Writing



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Purpose of the Resume



From the Employer's Perspective

- The resume is a **screening tool** used to rule out applicants who do not meet the qualifications or present themselves professionally in writing.
- Resumes which clearly articulate the candidate's experience, skills and accomplishments may be considered further.
- Appearance of the resume and content are equally important in today's job market.

From the Candidate's Perspective

- The resume is used as a **marketing tool** to sell your experience and qualifications to potential employers.
- The resume is a creative, personal statement of your education and experience as well as your future career direction.
- It should highlight your unique qualifications and experience. It should not be a long biography of everything you have ever done; rather it should summarize and highlight the relevant accomplishments and skills which match the employer's current hiring needs.

Resume Production

Software

We recommend that you use Microsoft Word which is available on campus in the computer labs and in Career Services. This will make it easier to read, edit and upload your resume using the campus network. However, with the advent of Office 2007, any file you create in Microsoft Word 2007 gets saved as a .docx file which will not open in older versions. Be sure to save your file as a .doc or Office 93-2003 version.

Fonts

- Use conservative fonts such as Times Roman, Revival, Arial.
- Avoid decorative fonts commonly used for printing brochures & newsletters.
- Use 12 point for text. Headings and name may be a bit larger. Smaller point sizes (11 or 10) may be used to fit more information on a one-page resume.
- Be careful that the page is not too crowded or difficult to read.
- Use **Bold**, underline, ALL CAPS or *Italics* for emphasis with headings, position titles. Do not overuse them.

Paper Stock

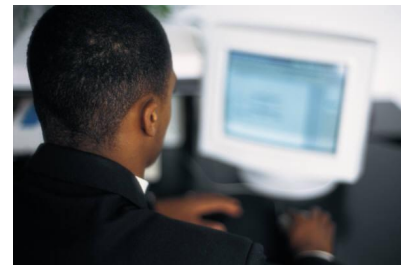
Use quality bond resume paper. Paper can be purchased at Office Max, Staples or your local office supply store.

Paper Color

- Match your cover letter, reference page and envelopes with the resume.
- Use white, off white, or creams. Conservative is best.
- Avoid dark color paper such as browns, blues and grays.

Reproducing the Resume

- Use your own resume paper to print your document on the laser printers at Career Services or any of the on-campus computer labs.
- Take your original white copy to the Campus Center Print Shop or a local printing store to have the resume reproduced onto resume paper. A list of local stores is available from Career Services.



Preparing a Resume

A Step by Step Approach

1. DETERMINE RESUME FOCUS

Know what you are looking for: internship or full-time job. Know the type of position you want in your career field. Have a specific job focus in mind to help tailor your resume

2. LIST EXPERIENCES

Summer jobs, full and part time employment, volunteer, student teaching, internships, skills, honors, awards. Put your brainstormed list on to paper.

3. DECIDE ON FORMAT

Chronological or functional (*see page 5*).

4. PLAN YOUR LAYOUT

Look at a variety of other resumes to determine a layout you like. Make it easy to read. Use margins, white space, lines, bold or italics for emphasis without overusing. Remember: appearance counts!

5. PREPARE YOUR FIRST DRAFT

Develop a template for yourself and fill in the blanks. Check out the templates in this guide.

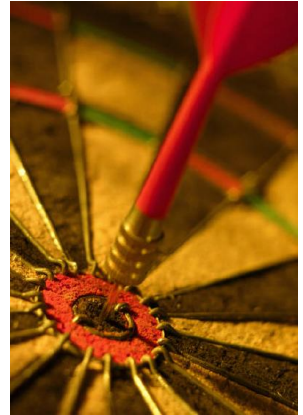
6. SELECT KEY WORDS AND PHRASES

Communicate your knowledge of the field.

7. USE ACTION VERBS AND STATEMENTS (*see page 9 and 10*)

8. EDIT AND PROOFREAD

Ask professionals in your field and Career Services counselors to help you fine-tune your initial drafts.



Resume Formats

Chronological Resume
Maria Jones
 123 Main Street
 Bridgewater, MA 02324
 (508) 279-0000

EDUCATION
Bridgewater State College, Bridgewater, MA
 Bachelor of Science degree in Elementary Education, May 2009

CERTIFICATION
 Massachusetts Elementary Education, anticipated May 2009

EXPERIENCE

Brockton Parks & Recreation, Brockton, MA 2007 - Present
Senior Recreation Leader
 Direct activities for children, ranging in age from five to twelve.
 Communicate with parents on a daily basis regarding their children.

Hunt School, Bridgewater, MA Spring 2007
Student Teacher
 Taught in a suburban sixth grade composed of 23 students. Designed and implemented an interdisciplinary curriculum unit on ancient Egypt in which the students were cooperatively involved at all times. Supervised and assisted students with the final project of recreating the interior of an Egyptian tomb.
 curriculum for small group. Led literature

Hancock Elementary School, Brockton,
Student Teacher
 Taught in a self-contained classroom consisting of 14-16 students, with a variety of severe emotional and behavioral needs. Implemented developmentally appropriate curriculum to individual students. Completed a unit on world religions that was conducive to the needs of the students. Focused on positive reinforcement teaching and socialization.

- Most applicable for recent graduates.
- Lists positions in reverse chronological order (most recent first).
- Job responsibilities and skills are listed under each position held.
- Calls attention to growth and progression into positions of increased responsibility.
- Lists dates of employment at the top of each job description.
- Presents job duties and experience under headings by job title and company.
- Easy for employer to determine what work was performed at each company.

Most applicable for candidates who are...

- ... out of work
- ... history of being unemployed
- ... job hoppers
- ... career changers
- ... had a reduction in responsibilities

Headings consist of *functions or skills*, then responsibilities and accomplishments are described under each applicable heading.

Employment dates are given at the end of the resume, after employers had a chance to read about skills and successes.

Shortcomings in job history have less of an emphasis.

Functional Resume (Human Resources)
Maria Jones
 123 Main Street
 Bridgewater, MA 02324
 (508) 279-0000

MANAGEMENT

- Supervised student teachers and completed performance evaluations.
- Confronted personnel problems as they arose.

PLANNING AND ORGANIZATION

- Implemented developmentally appropriate math and reading curriculum to individual students.
- Directed recreational activities for over 50 children, ranging in age from five to twelve.

EMPLOYMENT HISTORY

Brockton Parks & Recreation , Brockton, MA <i>Senior Recreation Leader</i>	2007 - Present
Hunt School , Bridgewater, MA <i>Student Teacher</i>	Spring 2007
Hancock Elementary School , Brockton, MA <i>Student Teacher</i>	Fall 2006

EDUCATION

Bridgewater State College, Bridgewater, MA
 Bachelor of Science degree in Elementary Education
 Minor in Psychology

May 2009

Resume Headings



COMMON HEADINGS

Objective (optional)

Education

Related Coursework (optional)

Certification

Honors

Experience

Options:

Related Experience

Professional Experience

Experience

Student Teaching

Internships

Practica

Employment

Computer Skills

Portfolio

ADDITIONAL HEADINGS

Skills

Qualifications

Highlights

Licenses

Professional Associations

Professional Affiliations

Professional Development

Memberships

Workshops

Presentations

Community Service

Campus Activities

Collegiate Activities

Community Activities

Leadership

Military

Awards

Honors

Laboratory Skills

Languages

Study Abroad

Sample Chronological Format

FULL NAME

Address
Area Code & Phone #
Email

- OBJECTIVE** Statement should be specific including type of position and industry of choice.
- EDUCATION** Name of college, location, degree received, major, date of graduation.
Bridgewater State College, Bridgewater, MA
Bachelor of Science Degree in Psychology, May 2009
Minor: Communications/Public Relations
List GPA if it is above 3.0. Include academic honors, financing education, etc. (e.g., *cum laude*, Dean's List).
- HONORS** List any honors, awards and / or scholarships you've received and when
Psychology National Honor Society, 2005 - Present
Who's Who Among College Students, 2006
Received the Ellen Shea Award for Academic Excellence, 2005
- RELATED EXPERIENCE** This section should include practicum/student teaching or internship experience. It should also include summer, part-time and full-time employment related to your field. All experiences should be described with action verbs to communicate your accomplishments (See page 8). Each position should be listed in reverse chronological order.
- Title of position**, Name of organization, Location (city/state), Dates employed
List 4-6 duties/responsibilities of position using action verbs.
- Intern, Phoenix Communications, Boston, MA (September 2007-December 2008)*
Assisted Public Relations Director in planning and producing the first employee newsletter. Wrote articles, edited copy and solicited advertisers to underwrite the cost. Organized a network fair for new interns to meet professionals in the field. Conducted a needs assessment survey for parents with children and presented findings to Board of Directors.
- EMPLOYMENT** This section would cover work which is not related to your field. If you do not have room, it may be left off the resume.
- ACTIVITIES** List activities in college and in the community, especially those that denote leadership. They should be listed in reverse chronological order. You may include volunteer activities. This heading also may be called Leadership, Community Activities, Volunteer, etc.
- LANGUAGE SKILLS** List foreign languages that you have experience utilizing. You can list this one of two ways. First would be to list Fluency in a language; if you do this, you must be prepared to speak, write and read in this language during a job interview. Or you can list "Basic knowledge of..." a language. This denotes that you have some exposure to it, but do not utilize it daily.
- COMPUTER SKILLS** List software in which you are proficient. Include experience with the Internet and the World Wide Web.

Sample Functional Format

FULL NAME
Address
Area Code & Phone #
Email

OBJECTIVE

Statement should be specific including, type of position, and industry of choice.

EXPERIENCE AND ACCOMPLISHMENTS

A functional resume centers on your skills and accomplishments, rather than your work history. List your skills in order of their importance to the job opening rather than by their completion date. Begin by listing your most important skill first -- the skill that best matches the job requirements. List three to four skills and write a short bulleted list for each skill that explains your achievements and accomplishments.

TRAINING AND PRESENTATION

- *Trained all new employees on store procedures and policies*
- *Taught 23 sixth grade students various recreational activities*

MANAGEMENT AND LEADERSHIP

- *Supervised a staff of 5 Recreation Assistants and completed performance evaluations*
- *Handled customer complaints in a professional and timely manner*
- *Nominated for and participated in the Leadership Institute*
- *Served as the Vice President of the Student Government Association*

PLANNING AND ORGANIZATION

- *Created and implemented recreational activities for 23 sixth grade students*
- *Scheduled and organized weekly Student Government Association meetings*

MARKETING

- *Designed weekly bulletin boards and created weekly Career Services articles for the school newspaper*
- *Prepared marketing efforts and publications to promote upcoming Student Government Association meeting and events including cable television and newspaper advertisements, brochures, flyers, web-based information, club and organization visits, flyers and postcards*

EMPLOYMENT HISTORY

List your employment history, beginning with your most recent employer and working backward including: Title of Position, Name of Organization, Location (City, State) and Dates Employed

Office Assistant, Career Services Office, Bridgewater State College, Bridgewater, MA 2007 – 2008
Recreation Leader, YMCA, Middleboro, MA 2006 – 2007
Sales Associate, Macy's, Taunton, MA 2005 – 2007

LICENSES/CERTIFICATIONS

List job-related special licenses or certificates that you may have.

COMPUTER SKILLS

List software you are proficient in. Include experience with the Internet and the World Wide Web.

EDUCATION

Start with your highest degree. Include name of college, location, degree received, major, date of graduation. Include academic honors if applicable.

Bridgewater State College, Bridgewater, MA
Bachelor of Science Degree in Psychology, May 2009
Minor: Communications/Public Relations

Study Abroad Experience on Your Resume

There are a few different options for where to place your study abroad experience on your resume. Here are a few examples:

Education Section Example – If you participated in an academic study abroad program, you can list your experience in this section.

Bridgewater State College, Bridgewater, MA
Bachelor of Science, Accounting and Finance, cum laude, May 2009
Concentration: Finance
Honors: Dean's List, GPA 3.7

Institute for the International Education of Students
La Plata, Argentina, January 2008 – May 2008

- Completed coursework in Latin American culture and society
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum
- Gained Spanish fluency
- Examined the Argentinean economy as an independent research project

Experience Section Example – If you have gained practical experience while abroad, such as internship, practicum or work experience, you can list it in this section.

English Tutor, The English Connection, Brockton, MA (5/09-Present)

- Developed and implemented lesson plans for ESL adult students
- Managed classroom of 10-15 adults from diverse backgrounds
- Integrated cross-cultural learning into lesson plans

Study Abroad, Institute for the International Education of Students, La Plata, Argentina (1/08-5/08)

- Learned to establish rapport quickly with individuals in an unfamiliar environment
- Developed culturally appropriate questionnaire
- Interviewed 25 rural Argentinean women, overcoming linguistic and cultural barriers
- Analyzed data using Argentinean software and wrote final report in Spanish

International Experience Example – You can also include study and work abroad programs in a separate category. *This option is most appropriate if you've had multiple experiences abroad.*

Study Abroad, Institute for the International Education of Students, La Plata, Argentina (1/09-5/09)

- Learned to establish rapport quickly with individuals in an unfamiliar environment
- Developed culturally appropriate questionnaire
- Interviewed 25 rural Argentinean women, overcoming linguistic and cultural barriers
- Analyzed data using Argentinean software and wrote final report in Spanish

Study Abroad, Institute for the International Education of Students, La Plata, Argentina (1/08-5/08)

- Completed coursework in Latin American culture and society
- Demonstrated willingness to take risks through enrollment in Spanish-speaking curriculum
- Gained Spanish fluency
- Examined the Argentinean economy as an independent research project



Using Action Words

Action words can be used to introduce good resume phrases. Here are some suggestions for selecting words and phrases.

1. Use action words in short, clearly written phrases.
2. Use the minimum number of words necessary to convey accurately what you wish to say.
3. Select words that will mean something to the person who will read your resume. Use the jargon of your chosen field where appropriate.
4. Avoid introductory phrases such as "my duties included" or "I was in charge of".
5. List accomplishments whenever possible rather than just describe duties.
6. Always keep the needs of your employer in mind. Put them ahead of your own desires and concerns.

ACTION STATEMENTS WITH ACCOMPLISHMENT-ORIENTED RESULTS

This chart demonstrates using action words to create an accomplishment-oriented word picture. Basic duties and responsibilities are described in the first column. The second column changes these passive phrases into active statements. The third column includes accomplishment-oriented results. Adding results lengthens paragraphs. Selectively choose those that best market you for your chosen position.

(-) PASSIVE



(+) ACTIVE



(++) ACCOMPLISHMENT-ORIENTED



Duties included teaching art lessons.

Prepared and displayed creative art activities.

Prepared creative art activities, increased students' interest and abilities. Awarded four blue ribbons at District Art Show.

Worked with customer service.

Provided customer service for bank services.

Provided customer service through resolution of problems, explanation of bank services and policies, and knowledge of financial planning, resulting in greater customer satisfaction.

Responsible for clerical duties.

Assisted supervisor with clerical/office procedures to save time.

Successfully developed and implemented systems to streamline office procedures, increasing productivity.

Department Manager.

Managed department and recruited participants.

Staffed and managed a 20-30 person department that recruited participants for marketing research studies. Cut costs by one-third in less than six months.

Responsible for counseling ex-offenders.

Counseled ex-offenders on career, alcohol, and drug abuse.

Acquired considerable counseling experience through 300 hours of one-on-one counseling sessions with ex-offenders in the areas of career assessment, alcohol and drug abuse.

Positive Action Verbs

Management

Achieved
Administered
Analyzed
Arranged
Appointed
Contracted
Consolidated
Coordinated
Defined
Delegated
Directed
Developed
Employed
Established
Evaluated
Expanded
Hired
Initiated
Improved
Increased
Introduced
Managed
Negotiated
Organized
Oversaw
Planned
Prioritized
Recommended
Reviewed
Scheduled
Selected
Succeeded
Supervised

Communication

Addressed
Advised
Arbitrated
Authored
Clarified
Coached
Collaborated
Communicated
Developed
Directed
Drafted
Edited
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated

Negotiated
Persuaded
Promoted
Publicized
Recruited
Reported
Spoke
Translated
Wrote

Analysis

Analyzed
Assessed
Clarified
Collected
Complied
Computed
Conducted
Criticized
Diagnosed
Evaluated
Examined
Extracted
Experimented
Explored
Identified
Interpreted
Interviewed
Investigated
Organized
Researched
Reviewed
Summarized
Surveyed
Synthesized
Systematized

Financial

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Compiled
Computed
Forecasted
Financed
Formulated
Funded
Managed
Marketed
Measured

Modified
Negotiated
Planned
Problem-Solved
Projected
Purchased
Researched
Sold
Solicited
Solved

Interpersonal

Adapted
Advised
Assessed
Clarified
Coached
Communicated
Coordinated
Counseled
Demonstrated
Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Negotiated
Persuaded
Referred
Set Goals
Stimulated
Supervised
Trained
United
Volunteered

Creative

Acted
Arranged
Composed
Conceptualized
Created
Designed
Developed
Directed
Dramatized
Established
Expanded
Fashioned

Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped
Sold
Updated

Technical

Assembled
Built
Calculated
Computed
Designed
Devised
Drafted
Engineered
Experimented
Fabricated
Maintained
Monitored
Operated
Planned
Projected
Researched

Descriptive Words

Ability
Capability
Competence
Consistently
Constantly
Efficiently
Knowledgeable
Maturely
Productively
Professional
Profitably
Repeatedly
Resourcefully
Significantly
Substantially
Successfully
Technically
Versatility
Vigorously
Well Educated
Well Rounded

RESUME SAMPLE 1

BRIAN J. OLSON

24 Crescent Street
Halifax, MA 01758
508-456-7890
bolson@bridgew.edu

EDUCATION

Bridgewater State College, Bridgewater, MA
Bachelor of Science degree in Psychology
Minor: Sociology
GPA 3.4
May 2009

HONORS

Dean's List, five semesters
Psi Chi National Honor Society for Psychology, 2005 - 2009
Who's Who Among College Students, May 2008

RELATED COURSEWORK

Abnormal Psychology, Behavior Modification, Child Psychology, Experimental Psychology, Juvenile Delinquency, Psychology of Criminal Behavior, Psychology of Personality and Sociology of Corrections

RELATED EXPERIENCE

Intern, Plymouth Juvenile Court, Plymouth, MA
January - May 2009
Provided individual and group counseling for juvenile offenders in detention. Reviewed case files and incidents reports. Assisted supervisor with the representation of juveniles in court. Documented progress reports and notes for assigned clients.

WORK EXPERIENCE

Senior Residential Counselor, Baird Center, Marlboro, MA
February 2008 - Present
Monitor the care of twenty-four behaviorally and emotionally disturbed adolescent males. Manage a cabin of six clients and prepare quarterly treatment conference reports for each. Design special behavior contracts and programs for all clients assigned to cabin. Organize and implement recreational clubs and activities. Conduct weekly advocacy with clients and assist in developing long and short-term goals with clients.

Case Manager, Community Care, Wareham, MA
May 2006 - January 2008
Managed the cases of twelve at-risk students and their families. Conducted client outreach and referral services; maintained client records. Assisted community-based agencies and educational institutions with all client activities. Developed social and survival skill objectives with clients to assist in the progression of treatment.

VOLUNTEER EXPERIENCE

Literacy Volunteer, Hanover Public Library, Hanover, MA
2005 - 2007
Tutor, Silver Lake Regional High School, Kingston, MA
2005 - 2006

SKILLS

- Microsoft Word, Excel, Access, PowerPoint, PageMaker, Internet and Email applications.
- Fluent in Spanish and Portuguese

RESUME SAMPLE 2

CHRISTINA MICHAELS

Bridgewater State College
Pope Hall, #222
Bridgewater, MA 02325
508-531-0000

123 Fairhaven Way
Lexington, MA 02072
cmichaels@attbi.com
781-555-0000

SUMMARY OF SKILLS

- Established skill in customer service and relationship building
- Strong quantitative, analytical and problem solving skills
- Excellent written and oral communication skills
- Ability to multi-task, prioritize and work independently
- Fluent in Spanish, French and English

EDUCATION

Bridgewater State College, Bridgewater, MA
Bachelor of Science, Accounting and Finance, *cum laude* January 2010
Concentration, Finance
Honors: Dean's List, GPA 3.7, Massachusetts Society of Certified Public Accountants Award, 2008

RELATED COURSEWORK

Auditing, Capital Budgeting, Insurance and Risk Management, Investments, Financial Statement Analysis and Disclosure, Advanced Taxation, International Finance and Accounting Information Systems

RELATED EXPERIENCE

Bank Boston, Stoughton, MA February 2007 – Present
Service Associate

- Process customer counter transactions and respond to product/service inquiries
- Cross-sell products including overdraft protection, debit cards and certificates of deposit
- Meet and exceed quarterly sales referral goals
- Provide assistance to customers and employees experiencing language barriers

Short and Company, Stoughton, MA May 2006 – February 2007
CPA Assistant

- Prepared tax returns for corporations, partnerships, trusts and individuals
- Completed auditing assignments including preparation of various confirmations and the implementation of auditing procedures
- Maintained monthly client records including cash receipts, disbursements and journal entries
- Compiled client financial statements

CO-CURRICULAR/ VOLUNTEER ACTIVITIES

Circle K International, Community Service Organization; President, 2008, and Member, 2005 - Present
Co-Captain, Volleyball Team, Bridgewater State College, 2006 - 2008
Bridgewater State College Leadership Institute, Spring 2006

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access, Peachtree, SPSS, HTML, Internet and E-mail applications

RESUME SAMPLE 3

MARY JONES

22 South Street • Bridgewater, MA 02324 • (508) 555-1212 • mjones@aol.com

OBJECTIVE

To obtain a teaching position for grades Pre-K through 3 in an integrated classroom.

EDUCATION

Bridgewater State College, Bridgewater, MA

Bachelor of Science, *cum laude*

May 2009

Dual Major in Early Childhood Education and Psychology, Minor in Mathematics

GPA 3.5, Achieved Dean's List seven semesters

CERTIFICATIONS

Massachusetts Early Childhood Education, anticipated Summer 2009

Massachusetts Office Child Care Services, 2007 – Present

American Heart Association, CPR, 2007 – Present

American Red Cross Standard First Aid, 2007 – Present

TEACHING EXPERIENCE

Student Teacher, Central Elementary School, Bridgewater, MA

September – October 2008

- Taught in suburban first grade classroom.
- Progressively gained responsibility culminating in total operation of classroom for one week.
- Organized and presented multi-disciplinary unit on Native Americans incorporating hands-on activities.
- Attended weekly staff meetings and professional development/education reform seminars.

Student Teacher, Head Start, Taunton, MA

November – December 2007

- Instructed in a bilingual preschool classroom in a multi-cultural environment.
- Planned various age-appropriate activities including several sensory and reading activities.
- Managed total classroom operation for one week.
- Interacted with parent's daily and observed parent-teacher conferences.

Prepracticum, Burnell School, Bridgewater, MA

April – May 2007

- Team-taught in a second grade classroom using the Wolpert Method of Language Arts.
- Created and presented hands-on lessons of a thematic nature to small groups.

Prepracticum, Burnell Children's Center, Bridgewater, MA

January – March 2007

- Designed and implemented various lessons including flannel board stories and sensory activities.

Prepracticum, Pine Elementary School, Brockton, MA

March – April 2006

- Team-taught in a second grade classroom using the Wolpert Method of Language Arts.
- Created and presented hands-on lessons of a thematic nature to small groups.

VOLUNTEER/CO-CURRICULAR ACTIVITIES

Peer Educator, MCADOC, Media Campaign Addressing Drugs on Campus

Fall 2007 – Spring 2008

First Grade Classroom, Harrington Elementary School, Chelmsford, MA

September – December 2007

Tutor, Bridgewater State College Math Lab

Fall 2006 – Spring 2007

Head Start, Lowell, MA

June 2004 – March 2006

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access, Publisher, FrontPage, SMART Board & SynchronEyes
Technology, HTML, Internet and Email applications

Reference Page

A Reference Page is a listing of 3 individuals who can attest to your professional and education qualifications. Be sure you have their permission to be listed as a reference and send them information on the jobs you are applying to with an updated resume.

Candidate Name (14 or 16pt.) Bold

SAMPLE REFERENCE PAGE (12 pt.) Bold

1. Name of Reference (11 pt.)
 - Title
 - Employer name
 - Full address
 - City, state, and zip
 - Tel. #
 - Email address
 - A statement of their relationship to you
2. John Smith
 - Marketing Director
 - JP Marketing Solutions
 - 128 Market Street
 - Boston, MA 02345
 - 508-111-2222
 - John.smith@jpms.com
 - Fall 2008 internship supervisor
3. Jane Doe, PhD.
 - Assistant Professor of Management Science
 - Bridgewater State College
 - 131 Summer Street
 - Bridgewater, MA 02325
 - 508-333-4444
 - jdoe@bridgew.edu
 - Faculty supervisor in the School of Business at Bridgewater State College

Resume Dos and Don'ts

DO:

- ✓ Make it brief, using short phrases
- ✓ Use action verbs such as created, initiated, organized (*see page 8*)
- ✓ Include internship, practicum, summer, full-time, and part-time employment
- ✓ Organize education and employment in *reverse* chronological order
- ✓ Use the language/jargon of your chosen field
- ✓ Have your resume critiqued for style, impact and spelling
- ✓ Emphasize skills, strengths and accomplishments
- ✓ List major awards, achievements and publications

DON'T:

- ✓ Make the resume longer than 1-2 pages
- ✓ Use negative words
- ✓ Use abbreviations
- ✓ Use common introductory phrases such as "My duties included" or "I was responsible for"
- ✓ Mention high school degrees and activities
- ✓ Include personal information (e.g., height, weight, birth date, marital status, children or religion)
- ✓ Include present salary or salary desired