

# WRITING YOUR RESUME

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*A resume is a summary of your skills, experience and qualifications used to market yourself to employers.  
Contact the Career Development office for assistance in creating and perfecting your resume.*

## Types of Resumes

Chronological	Most common and widely accepted format Presents information in reverse chronological order (most recent first)
Functional	Can be used when transitioning to a new career field or when your experience is unrelated to your chosen career field Focuses on your skills (e.g., managing, organizing, etc.), grouped into sections De-emphasizes titles, employer names, and dates by listing work history at the bottom
Scannable	Used when you believe a company will scan resumes into a computer database Includes keywords throughout the resume, the purpose of which is to get your resume past a computer scanner. Keywords describing your qualifications should match keywords from job postings

*This handout includes several resume samples. Visit [www.calvin.edu/career](http://www.calvin.edu/career) for more information and samples.*

## Essential Resume Components

### Contact Information

Place this information at the top of the resume so employers can easily contact you. Include:

- Full name (as you want to be known professionally, in large, 18-point font)
- Address (you can include both current/school and permanent addresses if your address will change in the next year, or you can choose whichever address is more convenient for you to receive mail)
- Phone number
- E-mail address (a non-Calvin e-mail address is advisable if you are graduating within the next year; make sure that your e-mail address is professionally appropriate)

### Objective or Profile

Concisely state the type of position that you seek and the unique knowledge, experience or skills that you bring to the position. An objective typically specifies the job title or career field the candidate is seeking, while a profile is used more often when a candidate has broad career interests.

*Sample objective:* To obtain an internship in non-profit administration where interpersonal and organizational skills will add value.

*Sample profile:* A results-driven and team-oriented business graduate with strong academic and internship performance seeking the opportunity to contribute to corporate objectives. Computer skills include Microsoft Word, Excel, and Access.

### Education

Include the following information:

- Name and location (city, state) of school attended
- Degree (written out, not abbreviated; i.e., Bachelor of Arts, not B.A.)
- Year of degree completion or expected month and year of graduation if you are currently a student
- Major(s) and Minor(s)
- GPA if 3.0 or above

## **Essential Resume Components (cont.)**

### Experience

Jobs, internships, class projects and volunteer work can all be included in this section. If you have multiple experiences you wish to list, but some are more closely related than others to the position you are seeking, consider creating two sections: Related Experience and Other Experience. Each experience should include:

- Your job title or role, name and location (city, state) of the organization, and dates (month and year)
- List of skills and accomplishments gained on the job
  - Use action verbs to describe what you accomplished (i.e., organized, planned, coordinated, supervised, etc.). Refer to the “Resume Action Words” handout at [www.calvin.edu/career](http://www.calvin.edu/career) for more ideas.
  - Focus on skills that are transferable to the job that you are seeking (i.e., if you worked in maintenance, you could write “Completed tasks independently with minimal supervision” rather than stating the obvious, like “Cleaned floors”).

## **Optional Resume Components**

### Co-Curricular Activities

Were you involved in student organizations? Leadership roles? Service-learning? Study abroad or off-campus programs? Many employers are impressed by out-of-classroom involvement because it indicates enthusiasm and initiative. (Note: participation in off-campus programs can be listed in the Education section if you choose).

### Skills

Include computer skills, foreign language abilities or any relevant skills not mentioned in other sections.

### Coursework

You may list the generic names of courses that are related to the type of position you are seeking, especially if seeking an internship. However, if space is limited, it is not necessary to list your coursework.

### Awards and Honors

This section should not be a repeat of any other section. Include scholarships, Dean’s List or other honors achieved. If you only have one or two items to list, consider putting them in another section (e.g., Education).

### References

When submitting your resume online, do not list your references. If submitting a hard copy, references can be included as part of the resume or as a separate document (with your name and contact information listed at the top). Ask supervisors or professors for permission to include them as references. Once you obtain permission, list the following for each reference: name, title, organization, e-mail address and phone number.

## **Other Resume Hints**

- Do not use a resume template; resumes created with templates appear generic and are difficult to alter
- Font should be Times New Roman, Arial or Calibri, size 10-12
- Your resume should fit onto a single page (except teachers or later-career professionals)
- Put your most important information in the top 1/3 of your resume
- Include keywords (or buzz words) that are used in your target industry. For ideas, refer to the book *Resume Buzz Words* available in the Career Resource Center on the main floor of Hekman Library
- Use short phrases instead of complete sentences; do not use “I” or other personal pronouns
- Convert your resume to a PDF when applying by e-mail to avoid formatting problems
- Proofread – spelling, grammar and punctuation must be impeccable, and consistency is key

# Ann Johnston

**Current Address**

326 Bennink Hall  
Grand Rapids, MI 49546  
ajohnston@gmail.com

**Permanent Address**

1234 Windwood Ave.  
Rochester, NY 14624  
(585) 325-1748

**Objective** To obtain an internship with an international non-profit organization where excellent interpersonal, communication, leadership, and organizational skills will be utilized.

**Education** **Calvin College** – Grand Rapids, MI  
Bachelor of Arts in International Development Studies  
Expected graduation date: May 2009; GPA: 3.6/4.0

<b>Coursework</b>	Theories of International Development	Regional Economies of the World
	Community Development	Human Modifications of the Global Environment
	Intercultural Communication	World Poverty and Economic Development
	International Organizations and Law	Microsoft Excel

**Experience** **Resident Assistant**, Fall and Spring semesters 2007-2008  
Calvin College – Grand Rapids, MI

- Supervised 38 freshmen, sophomores, and juniors in an on-campus residence hall
- Built a strong community for students with a team of five resident assistants
- Coordinated a campus-wide women’s retreat complete with plenary speakers
- Designed and implemented educational programs for residents

**Independent Sales Contractor**, May-August 2007

The Southwestern Company – Schenectady, NY

- Managed a business selling educational materials door-to-door
- Gained superb sales skills and demonstrated ability to communicate effectively with diverse audiences
- Worked 80 hours per week for 7 weeks

**Worship Apprenticeship**, September 2006-May 2007

Calvin College – Grand Rapids, MI

- Coordinated chapel services for students on and off campus
- Scheduled speakers and musicians for services
- Led practices for musicians

**Admissions Assistant**, January-May 2006

Calvin College – Grand Rapids, MI

- Developed excellent telephone etiquette through calling prospective students
- Led prospective students and their families on tours of the campus
- Housed prospective students so they could experience campus life

**Activities** International Health and Development Club, Spring 2008-present  
Calvin College Gospel Choir, Fall 2007-present  
Sankofa drumming group, Spring 2007

**Skills** Proficient in Microsoft Office, Adobe Photoshop, and Adobe Dreamweaver  
Fluent in Spanish

# Kelly L. Smith

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## CHRONOLOGICAL RESUME

**SAMPLE: Entry-Level**

\*for additional samples, visit  
[www.calvin.edu/career](http://www.calvin.edu/career)

### PROFILE

Hard-working, dependable nursing graduate with significant hospital experience. Committed to providing excellent health care and advocating for the dignity and respect for patients. Team player with effective communication skills and positive attitude. Bilingual in Spanish and English.

### EDUCATION

**Calvin College**, Grand Rapids, MI

- Bachelor of Science in Nursing, Minor in Spanish, May 2008
- GPA 3.43
- Social Work and the Family course, Mexico, January 2007
- Semester in Honduras, Fall 2006: lived with a Honduran family for three months while studying at a local university; developed fluency in Spanish

### CLINICAL ROTATIONS

- **Obstetrics:** Spectrum Health Butterworth Campus, Grand Rapids, MI, Spring 2008
- **Mental Health:** Pine Rest, Grand Rapids, MI, Fall 2007
- **Medical/Surgical:** Metro Health, Grand Rapids, MI, Spring 2007

### EXPERIENCE

Hope Network Rehabilitation Services, Grand Rapids, MI

**Independent Living Instructor**, March 2004-present

- Provided physical, social, and emotional care for 25 residents with brain injuries
- Encouraged skills independence among residents while providing supportive care

Metro Health Hospital, Grand Rapids, MI

**Student Nurse Extern**, Outpatient Surgery, May 2007-August 2007

- Prepared patients for surgery, offering instruction and support
- Assisted in discharge teaching and care for patients post-surgery

Calvin College Service-Learning Center, Grand Rapids, MI

**Service-Learning Coordinator for the Spanish Department**, May 2007-present

- Served as liaison between community agencies, schools and Spanish department
- Planned and hosted agency meetings

Ready for Life Summer Program, Grand Rapids, MI

**Day Camp Leader**, June-August 2005 and 2006

- Supervised activities for high school students from area special education programs

### ACTIVITIES

Calvin College, Grand Rapids, MI

**International Health and Development Committee Member**, 2007-2008

- Coordinated events, attended conferences and discussed health issues

Eastern Avenue Christian Reformed Church, Grand Rapids, MI

**Mentor to high school and middle schools students**, 2006-2008

- Led large and small groups and built relationships

### REFERENCES

Jane Jones, Calvin College Nursing Professor, [jjones@calvin.edu](mailto:jjones@calvin.edu), 616.526.1111

John Doe, Calvin College Spanish Professor, [jdoe@calvin.edu](mailto:jdoe@calvin.edu), 616.526.2222

Kate Erickson, Supervisor, Hope Network, [ke2@hopenetwork.org](mailto:ke2@hopenetwork.org), 616.301.8000

# Joseph Garcia

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## OBJECTIVE

To secure an internship where accounting knowledge, a strong work ethic, and excellent communication skills will benefit an employer.

## EDUCATION

**Calvin College**, Grand Rapids, MI

Bachelor of Science in Public Accountancy with 150 credit hours, anticipated December 2009

Bachelor of Arts in German, anticipated December 2009

- GPA: 3.8
- Study abroad: one semester at University of Vienna, Austria

## RELEVANT EXPERIENCE

**Volunteer Income Tax Assistance**, Grand Rapids, MI

Tax Preparer, February 2007 – April 2007; February 2009 – May 2009

- Prepared tax returns for low income clients
- Increased knowledge of tax law and income tax filing
- Answered questions and advised clients on tax options

**Mel Trotter Ministries**, Grand Rapids, MI

Accounting/Finance Intern, June 2007 – January 2008

- Prepared bank reconciliations
- Assisted in preparation of tax forms
- Processed invoices and investigated missing and/or unidentified invoices and payments
- Managed payroll time sheet entry and created form letter for outstanding checks

## OTHER EXPERIENCE

**BMW**, Regensburg, Germany

Production Technician, July 2008 – August 2008

- Improved cross-cultural communication in factory setting
- Refined German language skills

**Valley City Environmental Services**, Grand Rapids, MI

Electronics Recycling Technician, June 2004 – January 2007 (seasonal)

- Disassembled and recycled electronic equipment

**Target**, Grand Rapids, MI

General Merchandise Clerk, March 2006 – June 2006

- Developed excellent customer service skills
- Operated cash register, handling money accurately

## SKILLS

Proficient with Microsoft Excel, Word, and PowerPoint, as well as PeachTree and QuickBooks  
Fluent in German

**MAXWELL FORKEE**

Gamma 12  
Calvin College  
Grand Rapids, MI 49546  
555-123-4567  
maxfor12@calvin.edu

**PROFILE**

Media production graduate with professional video production experience and proven track record of delivering high-quality projects. Able to film and produce both in studio and field environments. Strong creative and desktop video editing skills using PC and Mac platforms.

**TECHNICAL SKILLS**

After Effects  
Final Cut Pro  
DVD Studio Pro  
Photoshop  
Illustrator  
Microsoft Office  
HTML/Web publishing

**EDUCATION**

Calvin College, Grand Rapids, MI, 2008  
- Bachelor of Arts in Communication Arts and Sciences  
- Major: Media Production, Minor: Business  
- GPA: 3.3

**EXPERIENCE**

Calvin Video Network Manager, September 2007 to Present  
Calvin College, Grand Rapids, MI  
- Coordinated the production and broadcast of Calvin College's television station  
- Led weekly production meetings  
- Worked alongside other students in creating, filming and editing television shows

Freelance Videographer, September 2005 to Present  
Grand Rapids, MI  
- Promoted videographer services and secured clients  
- Filmed weddings, performances, athletic events and other activities as contracted  
- Edited and produced DVDs

Intern, January to May 2007  
WOOD TV, Grand Rapids, MI  
- Wrote news reports for television station's Web site and daily broadcasts  
- Gained understanding of the operation of a television station

Coffee Shop Manager, January to December 2006  
Biggby Coffee, Grand Rapids, MI  
- Managed evening shift, trained new employees and provided excellent customer service