

# 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

*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 more descriptive of the candidate's background.

*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 a dynamic marketing team. 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

## 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 (e.g., organized, planned, 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 (e.g., if you worked in maintenance, you could write “Completed tasks independently with minimal supervision” rather than stating the obvious, like “Cleaned floors”).
  - Describe results that you achieved, not just your duties or responsibilities (e.g., “Raised \$5,000 in financial support from alumni” rather than “Called alumni and asked for donations”).

## **Optional Resume Components**

### 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. Include coursework as part of the Education section, or as its own section underneath the Education section. However, if space is limited, it is not necessary to list your coursework.

### Co-Curricular Activities

Were you involved in student organizations? Leadership roles? Service-learning? Study abroad or off-campus programs? Many employers are impressed by these activities 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.

### 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

References do not have to be included on a resume, unless specifically requested by an employer. Instead, references can be included 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 ideally 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**

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 Grand Rapids, MI 49546  
[ajohnston@gmail.com](mailto: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 2012  
 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 2010-2011  
 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 2010  
 The Southwestern Company – Schenectady, NY

- Managed a business selling over \$6,000 of educational materials door-to-door
- Communicated effectively with diverse audiences
- Worked independently 50-60 hours per week for 10 weeks

**Worship Apprenticeship**, September 2009-May 2010  
 Calvin College – Grand Rapids, MI

- Coordinated daily chapel services for students
- Scheduled speakers and musicians for services
- Led practices for musicians

**Admissions Assistant**, January-May 2009  
 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** Faith and International Development Conference attendee, 2011  
 Calvin College Gospel Choir member, Fall 2008-present  
 Social Justice Coalition member, 2008-2009

**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  
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### PROFILE

Compassionate, 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 2010
- GPA 3.43
- Social Work and the Family course, Mexico, January 2009
- 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

- **Leadership:** St. Mary's Hospital, Grand Rapids, MI, Spring 2010
- **Obstetrics:** Spectrum Health Butterworth Campus, Grand Rapids, MI, Spring 2010
- **Mental Health:** Pine Rest, Grand Rapids, MI, Fall 2009
- **Medical/Surgical:** Metro Health, Grand Rapids, MI, Spring 2009
- **Community Health:** Baxter Neighborhood, Grand Rapids, MI, Fall 2008 and Spring 2010

### EXPERIENCE

Hope Network Rehabilitation Services, Grand Rapids, MI

**Independent Living Instructor**, March 2007-present

- Provided physical, social and emotional care for 25 residents with brain injuries
- Encouraged independence among residents
- Assisted residents with activities of daily living

Metro Health Hospital, Grand Rapids, MI

**Student Nurse Extern**, Outpatient Surgery, May 2009-August 2009

- Prepared patients for surgery, offering instruction and support
- Cared for patients post-surgery and provided hospital discharge instructions

Calvin College Service-Learning Center, Grand Rapids, MI

**Service-Learning Coordinator for the Spanish Department**, September 2008-May 2009

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

### ACTIVITIES

Calvin College, Grand Rapids, MI

**International Health and Development Committee Member**, 2009-2010

- Coordinated events, attended conferences and discussed health issues

Eastern Avenue Christian Reformed Church, Grand Rapids, MI

**Mentor to high school and middle schools students**, 2007-2009

- Led large and small groups and built relationships

### REFERENCES

Jane Jones, Calvin College Nursing Professor, jjones@calvin.edu, 616.526.1111

John Doe, Calvin College Spanish Professor, jdoe@calvin.edu, 616.526.2222

Kate Erickson, Supervisor, Hope Network, ke2@hopenetwork.org, 616.301.8000

# Joseph Garcia

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**CHRONOLOGICAL RESUME**  
**SAMPLE: Internship with**  
**Relevant and Other Experience**  
\*for additional samples, visit  
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## OBJECTIVE

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

## EDUCATION

**Calvin College**, Grand Rapids, MI

Bachelor of Science in Public Accountancy with 150 credit hours

Bachelor of Arts in German

- Graduation: December 2011
- GPA: 3.8
- Study abroad: one semester at University of Vienna, Austria

## RELEVANT EXPERIENCE

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

Tax Preparer, Spring 2009 and 2011

- 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 2010 – January 2011

- 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, Summer 2009

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

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

Electronics Recycling Technician, Summers 2007 and 2008

- Disassembled and recycled electronic equipment

**Target**, Grand Rapids, MI

General Merchandise Clerk, Summer 2006

- Provided excellent customer service
- Operated cash register, handling thousands of dollars of cash and credit card transactions accurately

## SKILLS

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

Fluent in German

**CHRONOLOGICAL RESUME****SAMPLE: Entry-Level**

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**Tom VanDyke**

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(508) 123-4567

**OBJECTIVE**

To obtain an entry-level marketing position where academic preparation, excellent analytical skills and attention to detail will add value.

**EDUCATION**

**Calvin College**, Grand Rapids, MI

**Bachelor of Arts in Business**, Marketing Concentration, December 2010

- Cumulative GPA: 3.2
- Alumni Association Scholarship
- Related Courses: Advanced Marketing, Finance, Organizational Behavior, Financial Accounting, Managerial Accounting

**EXPERIENCE**

**Image Tours, Inc.**, Grand Rapids, MI

Web Marketing Intern (May 2009 – December 2010)

- Coordinated and managed the company's social networking sites to promote the business
- Updated and improved company websites and blogs weekly
- Distributed and updated newsletters to over 7,500 travel agencies and 10,000 consumers
- Created and distributed press releases

**Northwestern Mutual**, Grand Rapids, MI

Intern (January 2009-May 2009)

- Increased client retention by 10% using portfolio review system
- Created portfolio performance reports for clients
- Compiled databases of prospective investment candidates and contacted the prospects

**Red Robin**, Millbury, MA

Server (Summers 2006-2008)

- Met customer needs in a fast-paced environment

**PROJECT EXPERIENCE**

**Steelcase Wood**, Grand Rapids, MI

Advanced Marketing Class Project (Spring 2010)

- Researched and designed an office space based on collaboration behavior
- Delivered presentation to Steelcase executives

**Wolverine Worldwide**, Grand Rapids, MI

Financial Principles Class Project (Fall 2009)

- Analyzed various stock repurchase scenarios with a team of three other students
- Developed recommendations and presented plans to CFO of Wolverine Worldwide

**EXTRACURRICULAR INVOLVEMENT**

Calvin College Business Forum Member (2008-2010)

Calvin College Intramurals (2007-2010)