

Resume Guide

Contents:

GENERAL GUIDELINES FOR RESUME WRITING

WRITING YOUR RESUME

TEMPLATES

DISTINCTIONS BETWEEN A CURRICULUM VITAE (CV) AND A RESUME

RESUME ACTION VERBS **10**

RESUME ADVICE FROM ADDITIONAL SOURCES **11**

Another way to present your resume information

Jane Johnny

Qualifications

- Experience representing an organization and giving tours as well as promoting and preparing for events
- Interest in art and advertising, specific familiarity with sculpture and graphic design
- Excellent written and verbal communication skills
- Enthusiastic about learning
- Able to compile and present information in a clear and concise manner
- Proficiency with Microsoft Office and databases, reading knowledge of French

Student Assistant

St. John's College Admissions Office, Annapolis, MD August 2016-present

- Assist admissions counselors with prospective student outreach; compose emails, carry-out mailing projects, and provide database support
- Conduct campus tours for visitors and answer questions in person, via email, or by phone
- Designed poster to recruit for the office's Student Ambassador Program

Cashier

Tara Jewelry and Goods for the Soul, Annapolis, MD May 2012-October 2013

- Worked independently assisting customers, creating displays and arranging merchandise
- Prepared merchandise for sale and maintained a clean, inviting environment

Office Assistant

Womanship, Annapolis, MD June 2011-August 2011

- Organized, copied, and typed documents for a women's sailing school
- Kept excellent records, and used the ACT! database to enter and export contact information
- Communicated with current and prospective students using email, postal mail, and telephone

Related Activities

- Team Captain in Kunai, (2015-2016, participant from 2014)
- Co-President of Storyteller's Guild and designer of twelve posters for club events (2015-2016, participant from 2014)
- Participant in pottery and alabaster sculpture Fine Arts workshops (2014-2016)

Education

BA, Liberal Arts, anticipated May 2017

St. John's College, Annapolis, MD

A richly varied curriculum that focuses on an integrated study of philosophy, literature, history, theology, political science, mathematics, music, and science.

Contact Information

Street address

Phone number

Email address

Distinctions between a Curriculum Vitae (CV) and a Resume

You will sometimes be asked to provide a CV rather than a resume. The documents are not always interchangeable. Here's a brief description of their unique qualities:

EXTRACURRICULAR

2012 – 2016

- Created an annual event wherein 50+ volunteers collect nearly 1,000lbs of food to be donated to a local homeless shelter
- Piloted and perpetuated a twice-weekly tutoring/mentoring program for approximately 25 disadvantaged youth (K-8 grade) that has lasted 3 years
- Designed Project Polity's reflection series: obtained 17 donated copies of the *Civically Engaged Reader*, recruited faculty facilitators, and planned a schedule for an on-going conversation about the meaning and value of service

EMPLOYMENT

2014 – 2016

- Ten00d IfNcn/TT0 1 Tf0.0118 Tc 1BeA5(e)1a2(0)2RPraA5(e)1a2(d(a6(w)-3(i)3(l)1)5(g

Resume Advice from Additional Sources

Three Things Every Recruiter Looks for in a Resume"
From an article by Network Professional Association

- Focus
Since recruiters' time is at a premium,

