

Résumé Guide

What is it?

A résumé serves as a highly polished, professionally written presentation of your qualifications to prospective employers. Keep in mind that friends, family, faculty, recruiters – almost everyone has an opinion about what constitutes the "perfect" résumé. No such document exists. A strong résumé needs to focus on the needs of the employer.

Why do I need one?

To portray your professional and academic achievements. Your résumé is not a list of every single thing you've accomplished; it is formatted to best portray your skills and abilities for the specific job you seek. Employers typically take around 10 seconds to review a résumé. You want to make sure it is direct, appealing, and to the point.

Should I have more than one résumé?

Yes! Alter your résumé to fit the needs of different job applications. Some of your experiences may relate more to the position you are applying to, and others are unnecessary and are taking up room that could be better used. Also, always continue to edit your résumé. It is an ever-changing document and should be updated on a regular basis.

What are some Career Development resources?

- Major specific résumé templates
- 'Just the Facts' worksheet
- Résumé beginner's worksheet
- 'Action Verbs' sheet
- 'Skills & Characteristics to Consider' sheet

All can be found in office and on www.geneseo.edu/career_development

What are some tips?

Length

Most college students and recent graduates will have a one-page résumé. If you find yourself needing two pages, be sure to fill more than half of the second page. If your second page only contains a line or two, consider adjusting the margins or font size to fit onto one, concise page. Also, additional information can be added to your professional LinkedIn page. LinkedIn is a great way to network with others and inquire about openings. Always attach a link to your résumé.

Style

A visually appealing résumé is very important. Use a consistent font throughout, preferable Times New Roman, limit the font size to no smaller than 10pt, and do not use colors. Use bolding, italics, and underlining when appropriate; there is no need to overdo these features. Be sure to balance the page, meaning to use the full page to its extent by avoiding long, blocked off paragraphs. Use bullets and consider columns. Everyone's style is different, but it should be pleasing to the eye and easy to read.

Order

Order the résumé in reverse chronological order. This means the résumé will begin with your most recent experience, and end with your oldest. Expand the most upon your relevant positions and avoid going too in depth about the least relevant.

Language

Avoid phrases such as, “My duties included...” or, “Responsible for...” Do not use personal pronouns such as “I” or “My”. Be careful not to use words that exaggerate your responsibilities. Begin each bullet with an action verb and use present/past tenses appropriately. Carefully proofread for spelling, grammar and spacing errors. One mistake can cost you an interview.

Paper/Printing

If you’re delivering your résumé by hand or mail, print on high quality bond 8 1/2 x 11-inch paper in white or off-white colors. Your résumé and cover letter paper, as well as your envelope, should match. The Department of Career Development offers this paper free to students. When sending electronically, change the Word document to a PDF to preserve the formatting.

What should I not include on my résumé?

1. Objective

This is an outdated feature that should be excluded. It can be expressed in your cover letter.

2. Summary of qualifications

This is shown throughout your résumé and cover letter. It does not need to be written out in a section on your résumé.

3. High school Degree/Accomplishments

It is recommended to remove after the end of your sophomore year of college. However, it can remain on if you’ve had serious accomplishments in high school or, perhaps, are applying to a position at that school.

4. Experiences

Anything during high school after your sophomore year of college should be removed. This saves room for more relevant positions that relate to a future career.

5. Skills

Soft skills such as ‘Good Listener’, ‘Hard-Worker’, ‘Trustworthy’ are expressed in the cover letter. Your résumé is designated to hard skills such as software’s or languages.

6. References

If asked, include at least 3 professional/academic references on a separate page.

Contact

SUNY Geneseo
116 Erwin Hall
Phone: (585) 245-5721
Email: careers@geneseo.edu

Office Hours

Monday-Friday:
8:00am-4:30pm

Walk-in Hours

Located on website
geneseo.edu/career_development

Remember, your cover letter, résumé and reference page are typically your first introduction to an employer and their presentation makes a statement about you. Are you neat, organized, do you use your words well and with impact, are your sentences coherent and enlightening? Take the time and care to make a strong impression!

Résumé Worksheet

Name

Address – Email – Phone – LinkedIn URL

EDUCATION

State University of New York at Geneseo, Geneseo, NY

Expected: Month Year

Bachelor of (Arts or Science) in (Major)

Minor:

GPA: (if above 3.0)

Study Abroad: University Name (if applicable), City, Country

Date

Honors: (Dean's List, scholarships, etc.) _____

RELEVANT EXPERIENCE

Organization/Company Name, City, State

Month/Year – Month/Year

Job Title

- (Job responsibilities)
-
-
-

Organization/Company Name, City, State

Month/Year – Month/Year

Job Title

- (Job responsibilities)
-
-
-

ADDITIONAL EXPERIENCE

Organization/Company Name, City, State

Month/Year – Month/Year

Job Title

- (Job responsibilities)
-
-

Organization/Company Name, City, State

Month/Year – Month/Year

Job Title

- (Job responsibilities)
-

COMMUNITY INVOLVEMENT/VOLUNTEER

Organization/Company Name, City, State

Month/Year – Month/Year

Title

Organization/Company Name, City, State

Month/Year – Month/Year

Title

SKILLS

Computer: (Microsoft Office, Photoshop, etc.) _____

Language: (Fluent in Spanish Advanced French, etc.) _____

Special Training/Certifications: (CPR, EMT, etc.) _____

Just the Facts

Below are various qualifications found on a résumé. Fill out the criteria that relates to you to get an understanding of what to include on your résumé. Refer to the Résumé Worksheet to input your information in the correct format.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Language Abilities
<hr/> <hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Technology Skills
<hr/> <hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Study or Travel abroad
<hr/> <hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Positions (campus/community)
<hr/> <hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Conference attendance/participation
<hr/> <hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Volunteer activities/civic contributions
<hr/> <hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Honors, awards, distinctions
<hr/> <hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Community Service/service learning
<hr/> <hr/>		

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Publications
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Research Experience
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	College Activities (sports, clubs, etc.)
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Extracurricular interests
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Certifications and licenses
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Teaching competencies/experience
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Technology Skills
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Work
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Related Course work
<hr/>		
<hr/>		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Other
<hr/>		

Action Verbs

The following is a list of action verbs that should help you in describing your experiences and activities on your résumé.

Communication Skills

Addressed	Arbitrated	Arranged
Authored	Collaborated	Convinced
Corresponded	Developed	Directed
Drafted	Edited	Enlisted
Formulated	Influenced	Interpreted
Lectured	Mediated	Moderated
Negotiated	Persuaded	Promoted
Publicized	Reconciled	Recruited
Spoke	Translated	Wrote

Research Skills

Clarified	Collected	Critiqued
Diagnosed	Evaluated	Examined
Extracted	Identified	Inspected
Interpreted	Interviewed	Investigated
Organized	Reviewed	Summarized
Surveyed	Systematized	

Technical Skills

Assembled	Built	Calculated
Computed	Designed	Devised
Engineered	Fabricated	Maintained
Operated	Overhauled	Programmed
Remodeled	Repaired	Solved
Upgraded		

Teaching Skills

Adapted	Advised	Clarified
Coached	Communicated	Coordinated
Demystified	Developed	Enabled
Encouraged	Evaluated	Explained
Facilitated	Guided	Informed
Instructed	Persuaded	Set goals
Stimulated	Trained	

Financial Skills

Administered	Allocated	Analyzed
Appraised	Audited	Balanced
Budgeted	Calculated	Computed
Developed	Forecasted	Managed
Marketed	Researched	Projected

Creative Skills

Acted
Designed
Established
Illustrated
Integrated
Originated
Revitalized

Conceptualized Created
Developed
Fashioned
Initiated
Introduced
Performed
Shaped

Customized
Directed
Founded
Instituted
Invented
Planned

Helping Skills

Assessed
Coached
Diagnosed
Facilitated
Motivated
Represented

Assisted
Counseled
Educated
Familiarized
Referred

Clarified
Demonstrated
Expedited
Guided
Rehabilitated

Detail Skills

Approved
Classified
Dispatched
Implemented
Operated
Processed
Retrieved
Systematized

Arranged
Collected
Executed
Inspected
Organized
Purchased
Screened
Tabulated

Cataloged
Compiled
Generated
Monitored
Prepared
Recorded
Specified
Validated

Management Skills

Administered
Attained
Contracted
Developed
Executed
Organized
Prioritized
Reviewed
Supervised

Analyzed
Chaired
Coordinated
Directed
Improved
Oversaw
Produced
Scheduled

Assigned
Consolidated
Delegated
Evaluated
Increased
Planned
Recommended
Strengthened

Accomplishment Verbs

Achieved
Pioneered
Restored

Expanded
Reduced
Spearheaded

Improved
Resolved
Transformed

Skills and Characteristics to Consider

We develop our skills in the classroom, at work (part-time, summer and full-time), through an internship, volunteer experiences, student organizations, athletics and even in our leisure activities. Before writing your résumé and cover letter, it's important to evaluate the skills you have developed thoroughly and honestly. You don't have to do everything and be everything for your employer. Simply learn where your strengths and skills exist and highlight them. It is difficult to clearly state your skills when you begin this reflection process so think about the skills below and use them as your starting point.

Management skills

- Motivate and supervise others
- Handle a variety of tasks and responsibilities simultaneously
- Negotiate, review, evaluate

Organizational skills

- Systematic and efficient
- Schedule, arrange tasks and time frames
- Attention to detail

Instructing skills

- Motivate and inform others
- Encouraging and positive
- Explain and summarize clearly

Analyzing/Evaluating skills

- Research and gather pertinent information
- Diagnose and resolve problems
- Ability to manipulate data

Leadership skills

- Make decisions
- Self-directed without supervision
- Coordinate people to work as a team
- Ability to work under pressure

Communication skills

- Speak and write with clarity
- Listen/answer questions cohesively
- Open-minded

Creative skills

- Expressive and imaginative
- Ability to design things
- Imaginative with ideas

Helping skills

- Show sensitivity to other's feelings
- Ability to maintain confidentiality
- Able to give insight; perceptive

In addition to skills, think about any of your personality traits and characteristics that may be helpful to know about yourself when writing a résumé, cover letter or preparing for an interview:

Adaptable	Flexible	Reliable
Easygoing	Persuasive	Versatile
Open-minded	Thoughtful	Cooperative
Service-oriented	Calm	Leader
Ambitious	Focused	Realistic
Empathetic	Poised	Wise
Optimistic	Tolerant	Curious
Spontaneous	Candid	Loyal
Artistic	Friendly	Resourceful
Enterprising	Practical	Witty
Patient	Trusting	Decisive
Stable	Capable	Managerial
Assertive	Good judgment	Self-directed
Enthusiastic	Proactive	Deliberate
Persistent	Understanding	Methodical
Teachable	Confident	Self-motivated
Astute	Good natured	Diplomatic
Expressive	Progressive	Motivated
Personable	Unique	Sensitive
Team player	Conscientious	Transformed
Authentic	Honest	