Creating an American Style Resume

PROFESSIONAL SKILLS WORKSHOP

AMERICAN CENTER | U.S. EMBASSY HANOI
PUBLIC AFFAIRS SECTION
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First Point of Contact

- "You never get a second chance to make a first impression" -Mark Twain

Resume Writing

- Most American Employers will request a resume with a job application
- Having a resume is useful for college/graduate school applications
- Summarize and highlight current and past experiences
- Market transferable skills/accomplishments
- Motivate employers to interview you
- Format and Clarity will set you apart

What to Include on a Resume?

CONTACT INFORMATION

Name:
Dartmouth Address:
Phone/Cell: E-Mail:

EDUCATION

College: City/State Address:
Degree & Major: Minor/Modified (if applicable):   Mo./Yr. of Graduation:
Coursework Includes: (courses inside & outside major that 'relate' to the job)
Research Topics: (2-3 titles of papers you've written if they 'add value')   Honors:
Computer: (software, hardware)
Language: (include level of proficiency)
Foreign Study:

High School Name & Graduation Date (optional)
High School Honors/Awards/Activities, etc. (optional - only if 'adds value')

EXPERIENCE   (paid and unpaid)

Organization & Address: Dates:
Title:
Description of Work/Accomplishment:

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OPTIONAL
(Leadership - Service - Activities - Interests)

Organization, Title, Description, Dates

What to Include

- Contact Information (**Full name**, Address, Phone Number, Email)
- Education (Most Recent First), Degree, Years, Awards, Relevant Coursework, Research, Study Abroad
- Experience
- Optional
  - Leadership
  - Service
  - Activities/Interests

What to Include on a Resume?

Detailed Descriptions – Education

- **GPA** – only include if employer requests, if including Major GPA, then accompany with Overall GPA (DO NOT Round)
- **Coursework** – highlight ones that are not obvious and ones that speak to employer's interests
- **Study Abroad** – reveal special projects, research, unique coursework
- **High School** – itemize experiences if they reveal new skills
- **SAT/TOEFL**

Experience

Detailed Description - Experience

- Describe what YOU <u>did</u>
- Be sure the 'purpose' of an task/project is obvious
- Emphasize 'transferable' skills and knowledge
- Use verb that reveal the skills used
- Use adjectives to accurately describe a topic, category, etc

Detailed Description – Experience (Part 2)

- Describe tasks in 'order of skills importance' to the reader – i.e. most related to the job
- Using #'s attracts attention - $ amounts, number supervised, percentages, etc
- Use appropriate tense

Fit the Resume to the Job Description

Job

Research Assistant - Overseas Private Investment Corporation
OPIC is a federal agency which encourages mutually beneficial American business investment in the world's developing nations. Researchers will assist in evaluating the soundness of business projects and the benefits to the social and economic development of the host country. Monthly presentations will be made to the board.

Resume

Dartmouth College, Hanover, NH   June 2006
B.A. in Geography; Minor in English
Coursework Includes: Population, Culture & the Environment; Statistics,
Political Economy of Development; Microeconomics; Public Speaking
Research Topics: Eco-Political Barriers to Urbanization in Uganda
                            An Evaluation of Mexico's Ecotourism Policies
Computer: C++, Excel, PowerPoint, Stata
Language: Native in Spanish; Conversant in French

Deerfield Academy, Deerfield MA   2002
Assoc. Editor for school newspaper; Principal's Service Award

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Fit the Resume to the Job Description

- **Job Wants: Reporting skills**
  - You Have: SPSS Experience
- **Job Wants: Research**
  - You Have: Research Topics in related Field
- **Job Wants: Evaluation Skills**
  - You Have: Excel, Computer Science Skills

Tailor the Resume to the Job Description

- Example 2:

Tailor the Resume to the Job Description

- **Job Wants: Coordinate Data**
  - You Have: Interpreted campus wide surveys
- **Job Wants: Research**
  - You Have: Research Topics in related Field
- **Job Wants: Leadership**
  - You Have: Moderated Discussion Groups

Use Active Verbs

Administrative Skills:		Communication Skills:		Creative Skills:	
☐approved	☐inspected	☐addressed	☐influenced	☐acted	☐initiated
☐arranged	☐modeled	☐advertised	☐interpreted	☐conceptualized	☐instituted
☐catalogued	☐operated	☐authored	☐introduced	☐customized	☐integrated
☐classified	☐organized	☐collaborated	☐lectured	☐designed	☐invented
☐collected	☐prepared	☐clarified	☐marketed	☐developed	☐performed
☐compiled	☐recorded	☐composed	☐moderated	☐directed	☐pioneered
☐dispatched	☐reduced	☐corresponded	☐negotiated	☐exhibited	☐planned
☐executed	☐retrieved	☐drafted	☐persuaded	☐fashioned	☐revitalized
☐expedited	☐screened	☐edited	☐promoted	☐founded	☐shaped
☐generated	☐systematized	☐explained	☐translated	☐illustrated	☐transformed
☐implemented	☐verified		☐wrote	☐revised	☐constructed

Active Verbs 2

Educating Skills:		Financial Skills:		Helping Skills:	
☐advised	☐familiarized	☐administered	☐distributed	☐assessed	☐led
☐adapted	☐facilitated	☐allocated	☐estimated	☐assisted	☐mediated
☐corrected	☐guided	☐analyzed	☐forecasted	☐fostered	☐referred
☐coached	☐informed	☐appraised	☐projected	☐counseled	☐rehabilitated
☐communicated	☐instructed	☐audited	☐purchased	☐delivered	☐represented
☐demonstrated	☐persuaded	☐balanced	☐quantified	☐educated	☐transformed
☐enabled	☐taught	☐budgeted	☐reconciled	☐facilitated	☐validated
☐encouraged	☐trained	☐calculated	☐tabulated	☐guided	☐volunteered
☐evaluated	☐tutored	☐computed	☐tracked	☐sponsored	☐mediated

Active Verbs 3

Management Skills:

☐administered	☐improved	
☐assessed	☐increased	
☐assigned	☐monitored	
☐chaired	☐organized	
☐consolidated	☐prioritized	
☐contracted	☐produced	
☐coordinated	☐recommended	
☐delegated	☐reviewed	
☐developed	☐scheduled	
☐directed	☐strengthened	
☐expanded	☐supervised	
☐structured	☐planned	

Research Skills:

☐classified	☐researched
☐collected	☐reviewed
☐critiqued	☐standardized
☐diagnosed	☐summarized
☐evaluated	☐surveyed
☐examined	☐synthesized
☐identified	☐tallied
☐inspected	☐compared
☐interpreted	☐conduct
☐interviewed	
☐investigated	

Technical Skills:

☐appraised	☐remodeled
☐assembled	☐repaired
☐built	☐restored
☐engineered	☐solved
☐extracted	☐troubleshoot
☐fabricated	☐upgraded
☐maintained	☐installed
☐operated	☐launched
☐overhauled	☐streamlined
☐programmed	
☐recorded	

Avoid words that don't reveal skills: Eg. worked, handled, responsible for…………..

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Optional – but personal!

- Leadership – show initiative
  - President of university club, sports captain
- Community Service – shows compassion for others
  - Tutoring, fund-raising, volunteering
- Awards – shows excellence
  - Teacher's Award for Excellence
- Personal hobbies, interests or activities
  - Shows a human side☺
  - Examples: Cooking international foods, hiking, running marathons, reading, traveling
- Languages or computer program skills
  - Examples: Vietnamese – native speaker; English – proficient; STATA, EXCEL [etc]

Formatting

- Use of professional font, spacing, size of font
- Limit to 1 – page
- Left/Right Margin to include location, dates of work
- Have enough "white space" to balance the text
- Do not over exaggerate or over highlight accomplishments

Let's Look @ Examples

- Four Resume Examples
- Not Perfect
- These are examples of recent/current undergraduate students
- Good place to start to create your own resume

SAR!

- When thinking of "descriptions" for your work experience think:

S – situation

A- action

R – result

- This structure will always help you during interviews as well!

Conclusion

- Please contact us for more information:

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