



CANISIUS UNIVERSITY

Developing Your Resume

What is a Resume?

A resume is a **marketing tool** for you to use in your job or internship search. The purpose of your resume (along with your cover letter) is to get you an interview. The most effective resume is one that is a **clear** and **concise** representation of your skills, abilities and experiences, and is tailored to fit the organization and/or position.

In preparing the content for your resume, take time to think about all of your accomplishments, your purpose and your audience. Look at position descriptions to see how your educational, professional, campus, and volunteer experiences may parallel the responsibilities listed.

Remember...

- An employer spends an average of *6-8 seconds* reviewing a resume. Your resume should be as concise as possible. For most students and young alumni, we would recommend that your resume be one full page in length. However, some industries may require longer resumes or curriculum vitae.
- For most industries, your resume should be created using a blank document, not from a pre-generated template. This can be done using Microsoft Word or Google Docs. Utilizing these programs with documents from scratch will allow you to move/add new experiences with ease.

What To Include

Heading/Contact Information

This section should include all methods for how an organization can get in touch with you. Your name should appear at the top of the resume, with the font size being about 2pts larger than the rest of your text. Directly below that, you'll want to include the following:

Current Address - You can list your school and permanent address

Phone Number - List one telephone number where you can be easily reached. Be sure to update your voicemail greeting and check that your inbox is not full.

Email Address - List one email address that is professional, like one that includes your name, that you check on a regular basis.

Other Items to Include - You can choose to include your LinkedIn Public URL, or a link to an online portfolio that demonstrates your work.

Education

For traditional college students, your education section is typically the first section below your heading, as it is your highest credential. Once you are an experienced candidate, then this section can move down.

In this section, discuss the degree(s) you have earned or are pursuing. You can list Canisius College, any colleges you may have transferred from and/or institutions where you studied abroad. List the most recent, or highest degree pursued, first. The amount of educational history you list will vary depending on the type of profession you are pursuing, so check with a member of The Griff Center to see how much you should include. As a general rule of thumb, freshmen and sophomore students can include their high school information on their resume. The following items should be included in your education section:

Institution Name, City and State

Full Degree with Major - For example, Bachelor of Arts in Political Science or Master of Business Administration.

Graduation Date - Can be listed as Expected or Anticipated if not earned yet.

Minors/Concentrations/Tracks

GPA - We advise listing your GPA if it is above a 3.0. You can also list the number of semesters you have made Dean's List, if applicable.

Other Items to Include - You can mention academic honors and scholarships, if relevant. You can also include academic courses under a bullet titled Relevant Coursework to showcase skills and knowledge not demonstrated in your work or leadership experience, or create a Related Coursework section below your Education section. *Certifications and Licenses should be listed above the Education section in their own category.*

Experience

This section can take on many different names depending on the type of work you want to highlight. Some examples of heading names could be: **Teaching Experience, Finance Experience, Editorial Experience, Marketing Experience, Internship Experience** or just **Relevant Experience**. You may also want multiple categories of experience, depending on what type of position you are applying for. You'll want to list these experiences, which can be a mix of paid and unpaid, in reverse chronological order. Be sure to include the following key pieces of information along with a bulleted list of strengths, accomplishments, and tasks, detailed with an active voice.

Organization Name, City and State

Title of Position

Dates in Role - Keep date format consistent – list as 'Month Year – Month Year' or to Present if you are still in the role; Dates can be listed in number or written format (Ex] 1/20 or January 20XX).

Additional Sections Related to Experience

Be sure to give yourself credit for everything that you are actively involved with! Leadership in student organizations, athletics, and volunteer experiences are some great examples of experiences where employers find transferable skills. Including the same pieces of information discussed above, additional sections could include:

- Leadership Experience
- Volunteer Experience
- Professional Development/Affiliations
- Research Experience/Publications
- Presentations/Special Projects
- Activities
- Awards/Honors

Summary of Qualifications/Skills

This optional section can be listed in different locations, depending upon your usage. A summary of qualifications is more likely to be at the top of your resume, while a skills section can be at the top, bottom, or below your education. Here, you can highlight skills that will be most valuable to the

organization relevant to the particular position in a bulleted list. For example, you can utilize this section to showcase interpersonal traits, technical knowledge, and language fluency. Be sure to not only list the talent or strength, but to articulate your level of proficiency if applicable.

Action Verbs (By Skill Set)

Use action verbs in writing your resume and cover letters to highlight your strengths, accomplishments, and ability to complete tasks. These words would lead the bulleted statements under each of your experiences on your resume. Here is a small sampling of action verbs broken down by skill set:

Communication /People Skills

Advertised
Clarified
Collaborated
Composed
Consulted
Contacted
Convinced
Corresponded
Discussed
Drafted
Edited
Expressed
Formulated
Influenced
Interacted
Interpreted
Involved
Judged
Listened
Marketed
Mediated
Presented
Publicized
Referred
Reported
Resolved
Responded
Spoke
Translated
Wrote

Creative Skills

Acted
Adapted
Composed
Created
Customized
Designed
Developed

Creative Skills

(Cont.)

Directed
Displayed
Drew
Entertained
Fashioned
Formulated

Founded
Illustrated
Initiated
Instituted
Integrated
Invented
Modeled
Modified
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Financial & Technical Skills

Administered
Adjusted
Allocated
Analyzed
Applied
Assembled
Assessed
Balanced
Budgeted
Calculated
Computed
Converted
Determined
Developed
Estimated

Financial & Technical Skills

(Cont.)

Forecasted
Installed
Managed
Measured
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Repaired
Researched
Solved

Validated

Helping Skills

Adapted
Advocated
Aided
Answered
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Counseled
Demonstrated
Diagnosed

Educated

Encouraged

Ensured

Expedited

Facilitated

Guided

Helped

Motivated

Helping Skills

(Cont.)

Prevented

Provided

Referred

Represented

Resolved

Supported

Volunteered

Management/ Leadership Skills

Appointed

Approved

Considered

Coordinated

Decided

Delegated

Developed

Directed

Emphasized

Enforced

Enhanced

Established

Executed

Generated
 Improved
 Increased
 Initiated
 Motivated
 Navigated
 Oversaw
 Planned
 Prioritized
 Produced
 Recruited
Management/ Leadership Skills (Cont.)
 Reviewed
 Selected
 Streamlined
 Strengthened
 Supervised
Organizational Skills
 Arranged
 Categorized
 Charted
 Classified
 Coded
 Collected
 Compiled
 Distributed

Executed
 Filed
 Incorporated
 Logged
 Maintained
 Prepared
 Processed
 Registered
 Reorganized
 Reserved
 Scheduled
 Standardized
 Updated
Research Skills
 Analyzed
 Clarified
 Collected
 Compared
 Conducted
Research Skills (Cont.)
 Evaluated
 Examined
 Experimented
 Explored
 Formulated
 Gathered

Inspected
 Interviewed
 Investigated
 Measured
 Reviewed
 Solved
 Summarized
 Surveyed
 Tested
Teaching Skills
 Advised
 Clarified
 Coached
 Critiqued
 Developed
 Enabled
 Encouraged
 Evaluated
 Facilitated
 Focused
 Guided
 Individualized
 Instructed
 Motivated
 Trained
 Tutored

Helpful Tips for Writing and Designing Your Resume

- Proofread for spelling and grammar errors
- Choose ivory or white paper; 8 ½" x 11" in size
- Use this same heading on all application materials
- Print on only one side of the paper
- Use a 10 to 12 point font
- Use appropriate size margins (Between 1/2" and 1" margins)
- Use non-decorative fonts (Suggested: Arial, Cambria, Garamond or Helvetica)
- Do not fold or staple your resume
- Use only basic effects (bold, italic, underline) to develop your formatting
- Use bulleted lists (Do not substitute dashes or asterisks for bullets)
- Be 'All or Nothing' with punctuation – each bullet should end with a period or it should not
- Do **NOT** include information such as unrelated hobbies and interests, personal information (ex] social security number, birthday, etc.), irrelevant or outdated information, photographs, reference section, any dishonest or exaggerated experience details

Sample Resume Format

Your Name

City, State Zip

Telephone with Area Code | Professional Email Address

LinkedIn URL

Skills

- List your individual skills in bullet points or columns, or break up your skills section by category
- Categories can include: Languages (if more than native proficiency), Computer/Technical, Creative, Organizational (soft skills, which are applicable to all industries), Industry-Specific

Education

Canisius College, Buffalo, New York

Bachelor/Master of XX in MAJOR, Graduation Month Year

Minor/Focus/Concentration

GPA: x.xx/4.00; Dean's List: # Semesters

- Relevant Coursework: Include full titles of courses taken that are relevant to the position/industry, if applicable.

Prior School Attended, City, State

Degree Earned/Coursework Studied, Graduation Month Year OR Month Year-Month Year Attended

Related Experience

Organization Name, City, State

Title

Month Year – Month Year (or Present)

- Use strong action verbs to describe your accomplishments, skills, and tasks in the role.
- Quantify your information wherever possible by including numbers, percentages and dollar amounts.
- Avoid including a simple list of tasks; instead, focus on articulating the who, what, where, when, why and how for the accomplishment, skill, or task.

Leadership/Volunteer/Athletic Experience

Organization Name, City, State

Title

Month Year – Month Year (or Present)

- Treat your student leadership or volunteer experiences just like you would any traditional type of employment. Focus on the value that you brought to the organization or the service provided to others.

Starter Resume Sample

Margaret Magis

Buffalo, NY • (716) 555-5555 • magism@my.canisius.edu

Skills

Spanish (Intermediate)
Adobe Photoshop

Adobe InDesign
Final Cut Pro

Time Management
Creative Problem Solving

Education

Canisius College, Buffalo, NY
Bachelor of Arts in Digital Media Arts
Minors: Music, Creative Writing
Major GPA: 3.5

Anticipated May 20XX

High School, New York, NY (leave out after freshman year)
Diploma

June 20XX *Regents*

Relevant Coursework

Intro to Digital Media
2D Graphics

3D Graphics
Music Technology

Intro to Creative Writing
History of Rock and Roll

Related Experience

Griffin TV, Buffalo, NY
Member

August 20XX - Present

- Develop technical skills within a live television production studio
- Produce a variety of b-roll footage from events
- Assist and shadow upperclassmen with control room and studio operations

The Griffin Newspaper, Buffalo, NY
Writer

August 20XX – Present

- Write cultural articles for student run newspaper on a monthly basis
- Collaborate with Art Director to design layout with Adobe InDesign and select graphics to be used with article

Honors/Activities

Member, Commuter Student Association (CSA)
Recipient, Canisius College Trustee's Scholarship

January 20XX - Present
August 20XX

Volunteer Experience

SPCA Serving Erie County, West Seneca, NY

June 20XX - November 20XX

- Cleaned and maintained 20+ cat cages and two rabbit cages on a regular basis
- Delivered excellent customer service and effective communication to visitors in person and over the phone, assisting them with meeting and learning about adoptable animals

Internship Search Resume Sample

Iggy Ignatius

Buffalo, NY | (716)321-4321 | ignatiusiggy@gmail.com | www.linkedin.com/in/XX/

Skills

- Organizational - Team Leadership, Customer Service, Time Management
- Technical - Salesforce, Adobe Photoshop, Social Media

Education

Canisius College | Buffalo, NY

Bachelor of Science in Marketing, May 20XX

- Double Major: Management
- Minor: Human Resources Management
- Dean's List: One Semester
- Related Coursework: Consumer Behavior, Digital Marketing, Human Resources Management, Operations Analysis for Business, Business Statistics

Related Experience

Canisius College American Marketing Association | Buffalo, NY

9/XX - Present

Secretary (8/XX - Present)

- Act a club representative for college-wide meetings
- Take minutes during all club meetings and events
- Assist other executive board members with event management and club duties

Member (9/2X - 8/XX)

- Participated in weekly meetings and networking opportunities with marketing alumni
- Represented college chapter at AMA conference in Spring 2019

Canisius College Athletic Promotions | Buffalo, NY

1/XX - Present

Student Assistant

- Enthusiastically promote sales of athletic merchandise during home athletic games
- Assist with LED boards for volleyball and basketball games, as well as hockey message boards
- Complete clerical work for professional staff

Work Experience

Wegmans | Buffalo, NY

10/XX - Present

Cashier

- Scan and bag grocery items efficiently and effectively, following company procedures
- Handle cash and credit card transactions of up to \$500 per order
- Deliver excellent customer service, ensuring guests have been satisfied with their visit

Tim Hortons | Buffalo, NY

8/XX - 12/XX

Crew Member

- Served cafe food and beverages to guests in a fast-paced quick service restaurant environment
- Took customer orders on the drive-thru and front cash registers
- Upsold limited time offer products
- Cleaned and sanitized front and back of house each shift as per NYS Health Code

Teaching Resume Sample

Peter Canisius

Buffalo, NY 14202 | (716) 888-2170 | petercanisius@canisius.edu
<http://linkedin.com/in/petercanisius>

Education Certifications

Candidate for New York State Initial Certification in Childhood Education and Students with Disabilities with Early Childhood Extension Grades (1-6)

Education

Canisius College, Buffalo, NY

Bachelor of Science in Childhood Education, May 20XX

- Overall GPA: 3.4/4.0
- Major GPA: 3.7/4.0

Teaching Experience

The Public Middle School, Buffalo, NY

Student Teacher, October 20XX – Present

- Designed and implemented lesson plans to accommodate the learning styles of 23 students
- Taught fifth grade students lessons on mean, median, and mode, based on differentiated learning needs
- Utilized SMART Board technology while implementing mathematics lessons
- Provide two students with extracurricular tutoring and homework to create path for success
- Participated in professional development to gain knowledge of the Common Core Standards

The Private Elementary School, Amherst, NY

Student Teacher, March 20XX – May 20XX

- Taught a group lesson to second grade students focused on reading comprehension
- Observed lead teacher and assisted with language arts lessons
- Attended professional development sessions to enhance knowledge on Individualized Educational Plans (IEP's)

Related Experience

Camp Anawanna, Lake Placid, NY

Senior Camp Counselor, June 20XX – Present

- Planned and implemented overnight camping and leadership trainings
- Coordinated twelve camp counselor schedules to ensure coverage in all cabins
- Successfully executed Anawanna Action!, a full day of physical activities to promote health and wellness for campers between the ages of seven and ten

Camp Counselor, June 20XX – August 20XX, June 20XX – August 20XX

- Coached and provided instructions to campers between the ages of five and six playing tee ball
- Oversaw the safety and well-being of 14 campers in assigned cabin
- Organized arts and crafts activities to keep campers engaged on rainy days

Additional Certifications

First Aid Certification, Renewed June 20XX

Business Resume Sample

Penelope C. Personalis

Buffalo, New York 14000 | www.linkedin.com/in/XX/
(716) 888-2170 | penelopepersonalis@canisius.edu

SUMMARY OF SKILLS:

- Advanced skills in Microsoft Excel and Access
- Experienced with using Adobe InDesign and Photoshop
- Fluent in Italian

EDUCATION:

Canisius College, Buffalo, New York

Master of Business Administration, May 20XX

- **Concentration in Finance**
- GPA: 3.37/4.00

Bachelor of Science in Management, May 20XX

Richard J. Wehle School of Business

- Minor in Economics
- GPA: 3.52/4.00 (Dean's List: Fall 2016, Spring 20XX)

RELEVANT EXPERIENCE:

Ace Automotive Center, Cheektowaga, New York

Accounts Payable & Receivable Intern, January 20XX-May 20XX

- Reviewed accounts, detailed financial statements, receipts, and other relevant documents with the utmost care to ensure the accuracy of repayments
- Reduced overdue accounts, approximately \$30,000, by contacting customers to collect overdue debts and offering repayment options
- Accelerated and improved accounts receivable status by expediting the invoice emailing process for better cash flow

Fisher-Price, East Aurora, New York

Marketing Intern, August 20XX-December 20XX

- Attended trade shows, conferences, and networking events in order to develop new connections and business opportunities
- Utilized a Customer Relationship Management System (CRM) to organize, automate, and synchronize marketing, sales, customer service, and technical support
- Created signage, circulars, and email campaigns for company promotions and events

OTHER WORK EXPERIENCE:

SPoT Coffee, Williamsville, New York

Barista, August 20XX-Present

- Provide quality beverages and food products consistently for all customers by adhering to all recipe and presentation standards
- Follow SPoT Coffee operational policies and procedures for cash handling and health, safety and sanitation guidelines for all products