

# BUILDING YOUR RÉSUMÉ

Résumés provide employers with an easy-to-understand outline of your education, experience, activities, accomplishments, and skills as they pertain to your employment goals. Think of it as a marketing tool that should be tailored to a specific opportunity. Plan for multiple revisions in order to have a polished piece that catches the attention of employers

Résumés are noticed when they:

- Emphasize relevant accomplishments and skills
- Are concise, well-organized, and easy to read
- Show results through accomplishment based statements

## GETTING STARTED

1. Review Examples – Look over the sample résumé(s) provided for formatting and content ideas. We also have a collection of examples for specific majors linked to a drive inside Handshake.
2. Make A List – Once you have reviewed samples, begin making a list of your experiences including internships, volunteering, jobs, academic projects, and campus and community involvement.
3. Review the Job Description – Highlight key skills, experiences, and traits the employer is seeking. Résumés



## COLLEGE AND COMMUNITY ENGAGEMENT

Hope College - Women's Soccer, Holland, MI

Fall 2016 - Present

### **Student Athlete**

- Commit approximately 20 hours per week to training, watching film, travel and competing while simultaneously maintaining a full course load, sharpening time management capabilities

Hope College Dorian Sorority, Holland, MI

Fall 2016 - Present

### **President ( all 2018 - Present)**

- Lead chapter of 100 members and develop goals to promote and enhance our core values, strengthening problem solving and leadership skills

## MAKE YOUR NAME STAND OUT

Your name should be at least two font (no larger than 22pt font) sizes bigger than the text of your résumé.

## FUTURE E-MAIL

As a senior, consider listing a non-Hope e-mail address that employers can reach you at once your Hope e-mail account has been deactivated.

## OBJECTIVE

Including an objective is optional. However, a well-written and thoughtful statement describing your employment goal and some of your unique selling points can provide context for the reader. If you are applying to

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I [XMKQÅK WJRMK\Q^M NWZ MIKP Zu[]Uu )V WJRMK\Q^M Q[ IV  
other way to showcase your personal brand.

## GRADUATION DATE

Always list your expected graduation date rather than



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Create your letterhead by copying and pasting your designed contact info from your résumé.

The heading includes your contact info, the date, and the contact info of the person you are contacting.

Find the name of the person who will read your cover letter – If not listed, it is appropriate to call the employer and ask

If you do not have a contact name, you may address the letter: “Dear (Insert Company) Hiring Manager”

Use “Dear Mr./Ms./Dr.” to address the individual, followed by a colon (:).

/ D C /

Use this paragraph to relate your skills, knowledge, passions, and experiences to the needs of the employer. Use the job description and research you have completed on the organization to connect your relevant education, work experience, skills or other characteristics that meet the needs of the employer. Use similar language from this description or from the

C / / G

Thank the reader for his or her time and consideration regarding your application. Indicate when and how you are going to contact the person to discuss your status for this opportunity. Provide a phone number and/or email address wireou

**Email:**

