

# Resumes

## Customizing Your Personal Marketing Tool

1

### Before you start: Creating a Master Resume

Write down everything you have done since coming to IU. If you are a freshman or sophomore, you can still include experience from high school (only very relevant high school info should be used after sophomore year). List everything including volunteer experience, internships, jobs, relevant coursework, student clubs or groups, and study abroad.

2

### Start your resume: Pulling together the pieces

Begin creating "experience blocks", consisting of organization/company, job title, location, dates and accomplishment statements. Create an education section and potentially computer skills, language or additional sections.

3

### Tailor for the position you want: Using a job description

Read the job description making note of skills or traits mentioned. Make a list of the skills you would like to highlight through your resume. The resume on the next page is an example of a tailored resume based upon the job description below.

## Sample Job Description: (used to tailor resume on next page)

THE CARE COORDINATOR WILL ASSIST WITH DATA COLLECTION USING TELEPHONE INTERVIEWS WITH COMMUNITY MENTAL HEALTH SERVICES PROVIDERS. THIS EMPLOYEE WILL ALSO ASSIST CASEWORKERS AND OTHER COMMUNITY MEMBERS BY OBTAINING AND UPDATING INFORMATION FOR OUR DATABASE. THIS POSITION COORDINATES TREATMENT ACTIVITIES AND INTERVIEWS PATIENTS AND SIGNIFICANT OTHERS TO GATHER INFORMATION FOR ASSESSMENTS.

### REQUIREMENTS:

- BACHELOR'S DEGREE IN THE SOCIAL SCIENCES
- DISPLAYS ACCURACY AND ATTENTION TO DETAIL.
- EFFECTIVE VERBAL AND WRITTEN COMMUNICATION.

### Skill verbs

will help tailor your resume for a specific job. Click here for a list of suggestions to get you started.



# HEADING

- Make your name stand out
- Include email, phone, address
- Can include permanent/home & current/ school address

# EXPERIENCE BLOCKS

Be consistent, always include:

- Name of organization/company
- Location & dates
- Your position title
- 2-5 bullet points (accomplishment statements)
- Past or present? If you are still doing the job, internship etc. write in present tense, if you no longer hold the position, write in past tense.
- What to include? Jobs, internships, volunteer or leadership experience, study abroad, coursework, and student clubs or groups

If applicable, you can add research experience:

- Research experience and skills can also be highlighted in these blocks
- Write about these experiences just like a job, internship, or club
- Explain what you were researching by answering "how" and "why" for each of your skills
- Don't forget to remember you need to focus on SKILLS

## Technical Skills I Want to Highlight:

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## Other skills (i.e. teamwork):

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# ACCOMPLISHMENT STATEMENTS

Skill verb+ how + why/result  
(flip to the back to see more about accomplishment statements)

## KATHERINE C. TAYLOR

2112 N. Dogwood Ave., Bloomington IN 47405  
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### EDUCATION & HONORS

#### Indiana University

Bachelor of Arts, GPA: 3.74/4.0

Majors: Psychology & International Studies

Minors: Health Studies & East Asian Languages & Culture (Chinese Mandarin, Proficient)

May 2014  
Bloomington, IN

**Psi Chi Honor Society** (top 35% of class, min. GPA in psychology courses of 3.50)

Hudson Holland Scholars Program ( top 20% of high school class, 3.2+ GPA)

March 2013-present  
September 2010-present

### PSYCHOLOGICAL RESEARCH EXPERIENCE

**Cognition and Action Neuroimaging (CAN) Laboratory**, Indiana University

*Student Researcher*

September-May 2013 & 2014  
Bloomington, IN

- Research toddlers' cognitive interactions using functional magnetic resonance to determine cognitive growth
- Analyze results of interactive sessions based on child's actions to make conclusions regarding brain function and understanding
- Presented research findings at annual convention through group presentation to share CAN findings

### CULTURAL IMMERSION & LANGUAGE

**Gaborone - Community Public Health Summer Program**

*Student Member*

May-August 2013  
Gaborone, Botswana

- Gained cross cultural competency through integration living with local family resulting in increased awareness
- Designed local flyer campaign using Photoshop to promote safe drinking water habits in several local towns
- Completed patient intake forms based on medical history questions to best provide services at local clinic

**Practical English Tutorials Program, Indiana University**

*Tutor*

September-May 2012  
Bloomington, IN

- Facilitated conversations using Chinese Mandarin to explain English language concepts to international students
- Collaborated with a team of tutors to plan activities designed to increase students' English vocabulary
- Critiqued writing assignments to address grammatical issues and improve writing ability
- Created discussion topics based on conversational English to promote student engagement with classmates
- Advised students by assessing needs regarding intercultural conflicts due to language barriers

### MENTORING & LEADERSHIP EXPERIENCE

**Big Brothers Big Sisters**

*Mentor*

October 2012-present  
Bloomington, IN

- Mentor 8 year old child on a weekly basis regarding homework, involvement, and friendships to provide support
- Plan educational experiences such as museum trips for group of five students to increase cultural engagement

**Tween Peaks Camp**

*Camp Counselor*

May- August, 2011 & 2012  
Gunnison, CO

- Counseled campers through difficult situations such as bunkmate conflicts to aid in growth and development
- Researched leadership and inclusion to create programs for 24 girls in order to promote a positive environment
- Monitored off site three day camping trips of 48+ campers by organizing meals, activities, and schedules to ensure safe new experiences

### GLOBAL HEALTH COURSEWORK

**Global Health Promotion**, School of Public Health, Indiana University

*Student*

August-December 2013  
Bloomington, IN

- Collaborated with a team of five students to complete literature review of current research and write an action plan to educate class members regarding the perceptions of vaccinations in other countries
- Developed understanding of global health concerns and policies to gain a broader knowledge base

# EDUCATION & HONORS

- Include Indiana University & Bloomington, IN
- Include the name of your degree (spell out Bachelor of Arts, Science etc.)
- Include Major, Minor, Concentrations
- Include GPA (if above 3.0 only)
- You can add honor societies
- Be sure if you include scholarships/honor societies to specify what you received it for or why you were inducted
- No need to include where you attended high schools. And after sophomore year only college experiences should be on your resume. (unless your high school experience is uniquely relevant to the position)

# TAILORED HEADINGS

- Don't be too generic
- Headings like "Experience", "Relevant Experience" or "Activities" don't help guide the employer
- Consider how you want to frame your experience to make what you have done relevant to the position for which you are applying

## Types of Experience

Mentor  
Camp Counselor  
Vice President

## Potential Headings

Leadership Experience

## Types of Experience

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## Potential Headings

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# COURSEWORK (optional)

- Only include classes that are relevant to the position you want
- Consider projects, research, group work, industry knowledge or skills you gained

What did you learn in this class that you want the employer to know about you?

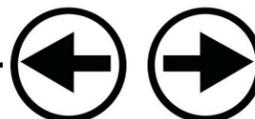
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# Accomplishment Statements

- Start with a strong action **verb** for each bullet
- Explain **how** you demonstrated this skill - what did you do? Who did you work with?
- Explain **why** you used the skill or the result - what did you accomplish? How were people impacted?

**skill verb** Plan

**how** educational experiences such as museum trips for group of five students

**why** to increase cultural engagement

**skill verb**

**how**

**why**

**skill verb**

**how**

**why**

**skill verb**

**how**

**why**

## Formatting Tips:

- Keep your resume to one page; this is a summary of your most relevant experiences (this may vary from industry to industry; it is important do research on industry standards).
- Keep it simple. Use the same formatting throughout to make your resume easy to read.
- Spell check: errors do not make a good first impression.
- TMI (too much information) warning: do not include personal information such as birth date, ethnicity, interests, or hobbies.
- No need to mention you have references, employers will request them.
- Spell it out: no abbreviations.

## Skills Section Tips:

### How to explain your language skills and what these terms mean:

- **Literate:** Can comfortably read and write the language.
- **Conversational:** Can speak the language.
- **Proficient:** Can read, write and speak the language well.
- **Fluent:** Can read, write and speak the language with similar skill to a native speaker. (You must be prepared to be interviewed and work in this language.)

- **Computer skills:** include software, languages, and hardware experiences required for the job, as well as your skill level.

- **Lab skills:** include information about laboratory procedures or techniques you can conduct or equipment you can operate.

