



## Resumes

### Resume Tips for First-Year Students

If you are under the impression that you don't need a resume until you are looking for "a real job," consider the following benefits to creating one now:

- Competitive internship and research programs require a resume. The general recommendation is to complete an internship, or other prime workplace experience, during both your 2nd and 3rd years in college. Now is the time to reflect on how your high school experiences can be used to create a "starter" resume - one that will qualify you for experiences in the near future.
- While many part-time job openings only require completion of an application form, by also providing a resume you show that you are one to "go the extra mile" - an attribute highly valued by employers.
- Summarizing experiences and remembering key details (e.g., dates of involvement, names of supervisors and their contact information, hours worked) becomes more difficult over time...it is best to start tracking this information early in your college years.

#### Applicable Career Communities:



The resume sample on page 4 and construction notes below will help you get started with your first-year resume. Once you have a draft ready, you can have it reviewed by scheduling an appointment with a Career Coach in the Arts and Sciences Center for Career and Professional Success. Or, you can stop by Career Success during walk-in hours.

### Resume Construction Notes

1. While most employers will use e-mail to correspond with you, there will be occasions when you might want to include a physical address. For instance, if you are seeking a job in your hometown, including your permanent address will allow the employer to evaluate your commute time to work. Traditionally, people have included a postal address, but this practice is changing. Employers are becoming more receptive to resumes that just list a city, state, and zip code because they will obtain your complete mailing address when they ask you to submit an online application, so you may opt to leave off your street address. Ima's resume on the last page uses a block format style in the contact section that takes up a total of five lines. If your resume starts to run over to a second page, shorten the length by using the following format that uses fewer lines:

**Ima Freshman**  
freshman.1@osu.edu ~ 614-555-1111  
**Campus:** 387 Drackett Tower, 191 W. Lane Ave. Columbus, OH 43210 **Home:** 123 Main Street, Toledo, OH 43608

2. College freshmen typically list their high school information in the Education section to provide a reference point for any experiences included on the resume dating to high school. During your junior year at Ohio

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State, most, if not all, of the high school information can be deleted to provide space to highlight college coursework and describe recent experiences. Notice that items in the Education section are listed in reverse chronological order. Start with your degree in progress, then list details about high school. (Use reverse chronological order in the other sections of your resume, too.) Any awards earned in high school can be listed either in this section or under a separate Honors and Awards section.

3. Resume development occurs over two phases. In the first phase, the goal is to obtain experience that leads to sharpening what are considered “career readiness competencies”. These are skills needed to succeed in any work setting and include leadership, effective communications, teamwork, and problem solving. What have you done that you are most proud of? One could assume that Ima is proud of having been a Sports Editor, an experience that provides an impressive leadership entry for her resume. You do not have to include a Leadership section on your resume...the idea is to showcase one or two of your career readiness competencies. More information about these skills is found in the [Are You Career Ready?](#) tip sheet.

4. It is okay if your Experience section has just one or two entries. The idea is to include jobs, volunteer positions, internships, or forms of self-employment that expanded your skills, increased your knowledge, and/or allowed for accomplishments. There is no need to list every job you have ever held. Notice the descriptive bullets that Ima uses to describe her jobs. Taken together, the content in the Experience section leaves one with the impression that she has excellent skills in arithmetic, teaching, organizing, and group management. One can also infer that she is good at performing duties requiring attention to detail and enjoys work that involves a high degree of physical activity. To create bullets that clearly communicate your potential to employers, follow the AIR formula: A=Action, I=Issue, R=Result

Examples

- Developed (A) new filing system (I) that improved processing time of issuing invoices (R)
- Suggested strategy (A) to increase ad sales (I); resulted in new contracts with two clients (R)

5. An effective resume communicates your potential to an employer. A Skills section allows you to quickly describe the value you have to offer an organization. Ima highlights her computer and language skills. When writing this section, focus on skills that are either sought by most employers, as Ima did, or that stand out as being impressive for the discipline required to develop those talents. For instance, playing first chair violin in one’s high school orchestra demonstrates a commitment to putting in the time needed to become an excellent violinist. While few employers hire for violinist positions, most would assume that someone with that level of work ethic would likely be a good worker for them.

6. Many employers who recruit college students report that an Activities section provides hints about a person’s interests and values. Entries in this section should be brief. The description of each activity can be kept to one or two lines. There is no need to list every activity you’ve participated in. Be selective. What have you done that relates to an interest area you would be comfortable talking about during an interview?

If you have been involved in an activity that required a significant time commitment, something that approximated a job given the duties you performed, detail it in the main body of your resume instead of giving it cursory reference in the Activities section. Consider Ima’s involvement with her high school yearbook. She could have listed it at the bottom of the resume but, because of the level of work involved, she decided to showcase that experience in a separate section allowing her to more clearly communicate her abilities to a prospective internship site or employer.

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## General Resume Construction Notes:

### A good resume

- **has strong visual appeal.** Be consistent with use of graphic elements (e.g., bolding, underlining), tab settings, and margin sizes. Review the resume samples on the [Career Success web site](#), considering how each uses spacing and graphic elements to create visual appeal. Draw the best from each when formatting your resume.
- **uses proper verb tense.** Use past tense when describing duties performed for previous employers; e.g., Called prospective clients. Use present tense when listing duties you currently perform; e.g., Call prospective clients.
- **is concise.** Notice how Ima starts each bullet point in her Leadership and Experience sections with a verb. Following that practice will force you to write in “resume language.” Other tips for being concise: do not use pronouns (e.g., “I”) or articles of speech (e.g., “a”, “an”). A helpful listing of verbs that relate to the workplace is found in the [Action Verbs for Resume Development](#) tip sheet.
- **is error free.** Many students make capitalization mistakes which can be avoided by reviewing the following resource: [https://owl.purdue.edu/owl/general\\_writing/mechanics/help\\_with\\_capitals.html](https://owl.purdue.edu/owl/general_writing/mechanics/help_with_capitals.html) Having your resume critiqued by the Arts and Sciences Center for Career and Professional Success office is a good step toward developing an error-free resume.
- **is focused on the needs of the audience.** Don’t use abbreviations they won’t be familiar with. If including a Relevant Coursework section, list the course titles, not the course numbers.

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# Ima Freshman

freshman.1@osu.edu ~ 614-555-1111  
Drackett Tower  
191 W. Lane Ave.  
Columbus, OH 43210

## EDUCATION

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The Ohio State University Columbus, OH  
Bachelor of Arts, major in English Expected: May 2023  
GPA: 3.65/4.0

Central Catholic High School Toledo, OH  
High School Diploma; graduated in top 10% of class June 2019

## SKILLS

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Computer: Proficient in MS Word and PowerPoint, Photoshop; some experience with MS Excel  
Language: Conversant in Spanish

## LEADERSHIP

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**Central Catholic High School Yearbook School** Toledo, OH  
*Sports Editor* August 2017 – June 2019

- Oversaw coverage assignments for student writers and photographers for varsity events
- Managed development of 30-page sports section, use of new layout required negotiation with yearbook advisor

## EXPERIENCE

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**Noodles & Company** Columbus, OH  
*Associate* September 2016 – Present

- Accuracy checks for register range between 97-100%; top rank among part-time staff
- Explain menu options, operate cash register, and assist with preparing orders
- Interact with customers in a friendly, professional manner

**YMCA** Toledo, OH  
*Summer Tennis Camp Coach* Summer 2016 and 2017

- Coached 35 females, ages 10 to 15 on tennis fundamentals
- Organized and led daily activities, including warm-up sessions, drills, and skills challenges

## ACTIVITIES

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**Big Brothers Big Sisters** Columbus, OH  
*Volunteer* October 2017 – Present

- Spend 4 hours per week providing after-school homework assistance

**Women's Tennis Team - Central Catholic High School** Toledo, OH  
*Varsity Player* August 2015 – June 2019