

# Resume Writing Workbook



## For Liberal Arts Majors

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For assistance with a resume, a cover letter, interview preparation, or answers to any career related question, contact us in the Career Services Center:

Tom Novak, Director  
207-893-6636  
tnovak@sjcme.edu

Pete Seavor, Career Assistant  
207-893-6637  
pseavor@sjcme.edu

Or just stop by the Center on the first floor of St. Joseph's Hall.

## Resume Writing Guidelines

### Purposes of the resume:

- To communicate your valuable experiences and achievements to prospective employers and organizations.
- To get an interview.

### Before writing your resume:

- Develop a career objective that illustrates the position your interested in and what you can do for them
- Reflect on your past work experiences, skills, values, interests, and personality
- Brainstorm and/or use the resume worksheet

### Resume content:

- Identification data: name, address, phone number(s), Email address
- Objective: informing employer of your job interest and what you will add to the employer
- Education: institution(s), location(s), degree(s), major(s), date of graduation, GPA if >3.0
- Work experience: describing skills and responsibilities using short phases and action verbs
- Honors and awards: educational, work, association, club, and sport related
- Campus activities: name, office held if any, years involved, achievements
- Special skills: usually refer to computer skills and foreign languages
- Community service: event, year involved, outcome of event, and office held if any

### Key points to remember:

- Stay positive in your writing style and remember to sell your experiences and education
- Be concise and clear: keep it to a page and use short phases and action verbs
- Take your time: make a rough draft first and bring in to Career Services for a critique

### Do:

- Take time in developing a resume that reflects your career goals.
- Create your own resume.
- Brainstorm and/or use a resume worksheet before you try to construct a resume for the first time.
- Write a career objective that focuses your resume to the employment opportunity.
- Make certain there are no mistakes on your resume. Have another person critique it for you.
- Format the resume so that it is logical to you and the reader. Make certain it is easy to read and professionally presented.
- Use resume paper and a quality printer. Both available in the Career Services Center
- Remember that the resume is only a document that illustrates what you have done in the past.
- Keep in mind that the resume will not land you a job but it can result in an interview for a job.

### Don't:

- Use Microsoft Word resume templates or wizards.
- Write a resume that is longer than one page.
- Try to incorporate more than one career objective on a single resume.
- Write an autobiography or list every job you have ever had.
- Include information that may provoke discrimination by the reader, i.e., religion, political affiliation, ethnicity, marital status, number and age of children, age, gender, health status, height, or weight.
- Sell your volunteer, extracurricular, and internship experiences short.
- Lie about your past experiences, degrees, or GPA.

## 235 Resume Action Words

accelerate	coordinate	head	participate	sell
accomplish	create	help	perform	serve
achieve	decrease	hire	pinpoint	shape
acquire	define	identify	pioneer	show
activate	delegate	implement	plan	simplify
adapt	deliver	improve	prepare	solve
address	demonstrate	improvise	present	sort
administer	designate	increase	prevent	specify
advance	design	influence	process	sponsor
advise	determine	initiate	procure	staff
allocate	develop	inspect	produce	standardize
analyze	devise	inspire	program	start
anticipate	direct	install	project	stimulate
apply	discharge	instigate	promote	streamline
appoint	discover	institute	propose	strengthen
appraise	distribute	instruct	prove	stretch
approve	document	integrate	provide	structure
arrange	double	interpret	publish	study
assess	earn	interview	purchase	suggest
assist	edit	introduce	realize	summarize
assign	effect	invent	recommend	supervise
attain	eliminate	invest	reconcile	support
audit	employ	investigate	recruit	surpass
augment	enforce	launch	redesign	survey
avert	engineer	lead	reduce	sustain
avoid	establish	lecture	reestablish	tailor
broaden	estimate	lighten	regulate	teach
build	evaluate	liquidate	reinforce	terminate
calculate	examine	locate	reject	test
centralize	exceed	made	relate	tighten
clarify	execute	maintain	renegotiate	trade
collaborate	exercise	manage	reorganize	train
combine	expand	market	report	transact
complete	expedite	mediate	represent	transfer
compose	extend	minimize	research	transform
conceive	extract	mobilize	reshape	translate
conclude	facilitate	modernize	resolve	trim
condense	finance	modify	restore	triple
conduct	forecast	monitor	revamp	uncover
consolidate	form	motivate	review	undertake
construct	formulate	negotiate	revise	unify
consult	found	obtain	revitalize	use
consume	founded	operate	revive	utilize
contract	frame	order	save	verify
contribute	fulfill	organize	schedule	vitalize
control	generate	originate	secure	work
convert	guide	oversaw	select	write

## Resume Worksheet

**Objective:** A brief, concisely worded statement of what you want to do, where you want to do it, and your skills that are relevant for the desired position.

Examples: To obtain a Psychology Internship with General Hospital utilizing my research skills and my analytical and problem solving abilities.

A teaching position within a progressive elementary school utilizing my relevant academic knowledge and strong practical experience.

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**Education:** List college and university education, do not include secondary schools.

School \_\_\_\_\_ City, State \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

School \_\_\_\_\_ City, State \_\_\_\_\_

Degree \_\_\_\_\_ GPA \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

**Employment:** Full-time, Part-time, and Internship experiences. List most recent experience first.

Position/Job Title \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

Responsibilities/Accomplishments \_\_\_\_\_

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Position/Job Title \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

Responsibilities/Accomplishments \_\_\_\_\_

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Position/Job Title \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

Responsibilities/Accomplishments \_\_\_\_\_

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## Resume Worksheet

**Leadership Experiences and Activities:** List educational, professional, social, and extracurricular organizations; community service events; and other activities that illustrate your leadership experiences. Include offices held and nature of your involvement as well as projects worked on and skills learned.

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**Honors, Scholarships, Awards, and Certifications:**

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**Meaningful Skills and Abilities:** List any special skills and abilities that you believe will assist in your candidacy. Examples include computer programming and software proficiency, or ability to speak a foreign language.

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## Resume Outline

**First M. Last Name**

**School Address:**  
**Address**  
**City, State Zip**  
**Phone**  
**E-mail**

**Permanent Address:**  
**Address**  
**City, State Zip**  
**Phone**  
**E-mail**

**OBJECTIVE:** To obtain a \_\_\_\_\_ position in a \_\_\_\_\_ organization utilizing my demonstrated strengths in \_\_\_\_\_ and \_\_\_\_\_.

**EDUCATION:** **School**, City & State Location  
**Degree**, GPA, Graduation Month & Year,  
**Major(s) and Minor(s)**

**EXPERIENCE:** **Organization Name**, City & State Location  
**Position**, Mo./Yr.-Mo./Yr.  
Brief description of responsibilities & accomplishments

**Organization Name**, City & State Location  
**Position**, Mo./Yr.-Mo./Yr.  
Brief description of responsibilities & accomplishments

**Organization Name**, City & State Location  
**Position**, Mo./Yr.-Mo./Yr.  
Brief description of responsibilities & accomplishments

**HONORS/  
AWARDS:** Scholarship, Year(s)  
Honor, Year(s)

**CAMPUS  
ACTIVITIES:** Organization Name, Title, Year(s) Involved  
(i.e. Sports Team, Campus Organization)

**COMPUTER  
SKILLS:** List Software and Programming Skills

**COMMUNITY  
SERVICE:** Organization Name or Activity, Title, Year(s)

# Resume Sample

## August West

**School Address:**

6 Brandy Brook Ln.  
New Gloucester, ME 04260  
(207) 893-6636  
awest@sjcme.edu

**Permanent Address:**

760 Schlosser Rd.  
Harleysville, PA 19438  
(555) 555-0667

**OBJECTIVE:** To be accepted into Temple University's Law School where I may pursue a law degree and practice health care law with a leading hospital network.

**EDUCATION:** **Saint Joseph's College of Maine**, Standish, ME  
Bachelor of Arts in English, May 2014  
Minor: Classics  
GPA 3.45 of 4.0

**EXPERIENCE:** **W. Jack Smith, Esquire**, Portland, ME

Legal Assistant, Summer and Fall 2014

- Performed preparatory work on closings, hearings, trials, and client meetings
- Conducted legal research to identify the appropriate laws, judicial decisions, legal articles, and other materials that were relevant to assigned cases
- Organized case files, documents, and correspondence

**Borders Books & Music**, South Portland, ME

Sales Associate, May 2011-May 2012

- Developed a strong understanding for overall operations of the multi-million dollar retail bookstore
- Assisted customers with book selections and cross-sold promotional items
- Trained new Sales Associates on a regular basis

**Saint Joseph's College of Maine**, Standish, ME

Student Assistant, Office of Career Services, August 2010-May 2011

- Conceptualized, deigned, and created a bi-monthly office newsletter
- Developed and designed the office bulletin board every month
- Performed general office duties including typing, filing, and answering the phone

**HONORS/****AWARDS:**

Saint Joseph's Scholarship, 2010-Present  
Who's Who Among American College Students, 2013  
Student Leadership Award, 2011

**CAMPUS**

**ACTIVITIES:** Student Government Association, 2010-Present

Treasurer, 2010-Present

Resident Advisor, 2010-Present

Orientation Advisor, 2012

Soccer team, 2010-2011

**COMPUTER****SKILLS:**

Proficient in Microsoft Access, Excel, Office, and PowerPoint

**COMMUNITY****SERVICE:**

Day of Caring, Volunteer, 2012-2014

American Red Cross, Volunteer, 2010-2013

YMCA, Youths Experiencing Success Program, Mentor, 2010

## Resume Sample

**Matt X. Monk**  
278 Whites Bridge Rd.  
Unit 000  
Standish, ME 04084  
207-555-5555  
mxmonk@sjcme.edu

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- Objective:** To obtain a Behavioral Specialist position in a Health Care organization where I can utilize my strong behavior analysis and communication skills.
- Education:** **Saint Joseph's College of Maine**, Standish, ME  
Bachelor of Arts in Psychology, May 2014  
GPA 3.45 of 4.0
- Experience:** **Maine Medical Center**, Portland, ME  
Human Service Assistant Volunteer, Summer and Fall 2014
- Assessed clients' needs, established their eligibility for benefits and services, and assisted them in obtaining appropriate care
  - Arranged for transportation, escorts, and provided emotional support
  - Assisted in the organization of group wellness workshops and activities
- Barron Center**, Portland, ME  
Health Services Intern, May 2011-May 2012
- Worked in the Alzheimer's Unit assisting patients with daily activities
  - Assisted in the organization of patient and family workshops
  - Assisted administrator with major grant application
- Jack-A-Row Restaurant**, Gray, ME  
Waitress, June 2010-April 2012
- Provided efficient and effective customer service
  - Opened and closed the restaurant
  - Stocked and reconciled inventory
- Honors & Activities:** Student Government Association, 2012-present  
Deans List-4 semesters  
Mercy Scholarship
- Skills:** Proficient in Microsoft Access, Excel, and Word
- References:** Available upon request



## Resume Sample

### Name

#### Campus Address:

Address  
City, State Zip  
Phone  
Email Address

#### Home Address

Address  
City, State Zip  
Phone  
After May 10, 2014

**OBJECTIVE:** To obtain a position with the Portland Police Department where I can enforce laws and protect citizens while using my demonstrated leadership and communication skills

**EDUCATION:** **Saint Joseph's College of Maine**, Standish, ME  
Bachelor of Arts in Criminal Justice, May 2014  
Minor: Sociology

**HONORS:** Dean's List-4 semesters  
Saint Joseph's Scholarship, 2010-present

#### WORK

**EXPERIENCE:** **Saint Joseph's College of Maine**, Residential Life Office, Standish, ME  
Resident Advisor, August 2012-Present

- Responsible for the general welfare of 75 resident students
- Provide health and wellness programming for the residents
- Negotiate disputes, maintain discipline, and participate in judicial hearings

**Shield Security/Protection Services**, Portland, ME

Internship, September-May 2013

- Maintained safety and security for residents, visitors and staff of local nursing home
- Patrolled property and performed welfare checks
- Checked operation of security devices and fire equipment

**Key Bank**, Portland, ME

Mail Clerk, Summer 2011, 2012, 2013

- Sorted incoming mail and delivered to appropriate departments
- Weighed, stamped, and delivered outgoing mail to post office
- Prepared packages for next day package carriers

#### COMMUNITY

**SERVICE:** High Point Nursing Home Volunteer, 2012  
Habitat for Humanity Volunteer, 2011

**REFERENCES:** Available upon request

## Cover Letter Sample

Your Name  
Address  
City, State Zip  
Date

Ms. Delilah Jones  
Personnel Officer  
Long Creek Youth Development Center  
675 Westbrook St.  
South Portland, ME 04106

Dear Ms. Jones:

Please consider my candidacy for the Juvenile Program Worker position that was recently posted on [www.JobsInME.com](http://www.JobsInME.com). I believe that my strong work ethic, relevant education, and internship experience have prepared me well for this entry-level position.

I will be graduating this coming May and would like to relocate to Southern Maine and work for a leading rehabilitation and treatment center. Long Creek Youth Development Center has an excellent reputation in the industry and I know I could make an immediate and positive impact working with troubled youth. As an Social Work major at Saint Joseph's College I have gained a solid understanding of the theoretical concepts, analytical skills, and research methods required in the field. As an Intern for Spring Harbor Hospital in Westbrook, Maine I actively participated in the implementation of rehabilitative programs and services while modeling appropriate behavior, attitude, and morals. I would now like to apply my knowledge, experience, and excellent work ethic to the Juvenile Program Worker position at the Long Creek Youth Development Center.

Please consider my request to meet with you to discuss the position in more detail. I am truly interested and excited about this opening and would enjoy the opportunity to relocate to Southern Maine. I can be reached at (207) 555-4777 if I am not in please leave a message on my answering machine and I will return your call within a day.

Thank you for your time and consideration.

Sincerely,

*Sign your name*

Print Your Name

## Thank You Letter Sample

Your Name  
Address  
City, State Zip  
Date

Ms. Delilah Jones  
Personnel Officer  
Long Creek Youth Development Center  
675 Westbrook St.  
South Portland, ME 04106

Dear Ms. Jones:

Thank you for the opportunity to interview with you earlier today for the Juvenile Program Worker position. I certainly enjoyed our discussion on the direction that the Long Creek Youth Development Center is going and learning more about the position and the characteristics you seek in the person who will assume the position.

I do honestly believe that I possess the desired characteristics that you seek in a Juvenile Program Worker . I have a strong desire to succeed, willingness to learn and grow in the position, experience in the field, and excellent writing and oral communication skills. As I mentioned in my interview with you, I believe I will make an immediate and positive impact in the department and will make certain I achieve the department goals.

Again, thank you for your time and consideration. If I can provide you with any additional information please feel free to call me at (207) 555-8976.

Sincerely,

*Sign your name*

Print Your Name