

A resume is your opportunity to demonstrate how your background makes you a strong candidate for the job or internship that you are applying for. All resumes should have the following:

1. No typos and no lies
2. A logical and consistent format
3. Proper tense (present for ongoing activities, past tense for past activities)

Although purple may be your favorite color and although you may be a fan of *Showcard Gothic* font, your personality should come through in your cover letter, not in your selection of resume design elements. You are exempted from this rule if you are applying to be a graphic artist.

Resumes should be limited to one page until, at the earliest, you can legally rent a car on your own.

Resumes should be divided into logical sections (Education, Experience, Interests, for instance) and within each section, in chronological order starting with the present.

Until you are looking for your second, permanent job, you should have your education at the top because it is your primary activity.

The rest of this document is a form document that will walk you through the steps of creating a resume. When you are finished and save the document it will automatically populate and format your resume as a separate word document that you can edit and save.

The form assumes that you'll list one school under Education, six entries for Experience and three entries for Activities. If you have fewer or more to list you can make these edits (and any others) directly in the word document.

A. Type your first and last name. Feel free to use a nickname if that is how you like to be addressed:

Ted Levinson

B. What city and state do you live in? For privacy reasons more people are leaving their home address off of resumes.

San Francisco, CA

C. What is your email address? Make sure that your email address will not give an employer pause. partymarty@yahoo.com and beiberfan4ever@gmail.com are not acceptable.

ted@beneficialreturns.com

D. What is your phone number (including area code)? This is a perfect opportunity to make sure that you have a professional voice mail message set up on your phone.

(415) 994-6668

E. Where do you currently attend school? Write the name of the school.

a) If you're currently at UHS and haven't been admitted to college yet, we recommend you type "University High School" rather than "San Francisco University High School" since you'll be including the city in the next field.

b) If you're currently at UHS but have been admitted to college you should type the name of your college. Later, when the form asks for dates you can type "matriculating Fall 20XX."

University High School

F. What city is the school located in?

San Francisco, CA

G. When did you attend the school? Type your answer in years. If you are still currently enrolled have the end date read "present."

2015-present

H. If you are currently in college and have selected a major you can list it. For example: "Biology major with minor in East Asian Art" or Candidate for B.S. in Organic Chemistry. If you are undecided or are not yet in college leave this field blank.

Major: Underwater Basket Weaving

I. If you'd like you can put your GPA. If you have a low GPA you may want to omit this detail. If you are in college and you have a high GPA in your major and a significantly lower GPA overall, you can list both. People know that GPAs are on a scale of 0-4.0 so there is no need to include the scale.

Some examples:

GPA: 3.81

Cumulative GPA: 3.63

Major GPA: 3.82

3.7

J. If you'd like you can list classes you've taken that are relevant to the job you are applying for or noteworthy academic achievements. If you were a teaching assistant or tutor or did field research that should be saved for the Experience section. Here are some examples:

National Merit Scholar

Advanced placement coursework in French, Spanish and Calculus

Finance 101, Statistics, Introduction to Econometrics

Composite SAT: 2250

Composite SAT: 2250

K. (Finally.) The next section of your resume covers your experience. You should think about this broadly and include experiences for which you've been paid, for which you've volunteered, and, if you still can't fill a page, experience that has benefitted others and (ideally) shows your long-term commitment. This can include being an usher at church, walking and bathing the family dog, babysitting a younger sibling or playing in a community band that performs for the public. It shouldn't include activities that only benefitted you. For instance, leave out calligraphy lessons unless you addressed envelopes for your sister's wedding. Don't mention your hula hooping skills unless you worked in a circus.

L. You ought to be able to come up with a minimum of three entries. We've given you space to include up to six.

- a. For each experience, you will need to list a title, however, it is possible that you were not given a title or the title you were given is uninformative to the general public. In these instances, you should create a title that is descriptive without being self-aggrandizing or esoteric. For instance, calling yourself a Babysitter or Child Care Provider is fine. Calling yourself an Infant Development and Security Specialist is not. If

you worked in a warehouse and your title was “Runner” you may want to change it to “Warehouse Staff.”

- b. For each entry, you should have a minimum of two bullet points that explain what you did and to what end. We’ve given you space to list four bullet points. Generally speaking, more recent experiences and more consequential activities should have more bullet points. NOTE: if you use every experience section AND all four bullet points for each, you will exceed one page. See above note “Resumes should be limited to one page...”
- c. This section of the resume is critical and you must think of your experience in the context of the job you are applying for. Some rules and examples:
 - i. **Always begin your bullet point with an action verb.** They should appear throughout your bullet points. If you are no longer doing the work you should use the past tense. Here are some suggested action verbs to get you started: Researched, drafted, created, monitored, developed, reviewed, organized, managed, assembled, completed, collected, distributed, provided, created, replenished, retrieved, performed, generated, advised, identified, conducted, supported, engaged, analyzed, compiled, processed, investigated, resolved, documented, recorded, assisted, compiled, operated, constructed, prepared, arranged
 - ii. Don’t try to obfuscate or overstate the work you did. Sometimes these verbs are the most accurate: Washed, trimmed, dug, carried, folded, filed, copied, scanned, shelved, parked, cleaned, served, mowed, delivered.
 - iii. **Don’t just explain what you did – explain why.** No matter how mundane the task, it served a larger purpose and it is important that you state this. Your prospective employer is more likely to see how your past experience is relevant if you add this context. For instance, “swept floor” is not especially inspiring and shrinks the scope of your contribution to the narrowest context possible. On the other hand, “swept and mopped gym to maintain hygiene and safe playing surface” is far more revealing. When you describe what you’ve done always try to include the purpose or the outcome. You did not “count boxes,” you “conducted inventory counts to maintain accurate accounting records and efficient re-ordering.”

Weak: Cleaned lab equipment.
Better: Sanitized and calibrated lab equipment according to protocol.
Best: Sanitized and calibrated lab equipment including UV transilluminator and semiconductor DNA sequencer according to OSHA standards and hospital-mandated procedures to avoid contamination and ensure accuracy of tests.
- d. Here are some examples of strong bullet points:
 - i. Designed and implemented workout regimens for campers to achieve fitness goals
 - ii. Motivated and mentored athletes through positive reinforcement and goal-setting
 - iii. Maintained and repaired canoes to ensure safety and longevity of equipment
 - iv. Organized and filed paper and electronic copies of invoices for quick retrieval by accounting and sales staff.

- e. When appropriate, you should quantify your work and results:
 - i. Weak: Promoted business on social media.
 - ii. Better: Promoted business on Twitter, Facebook and LinkedIn
 - iii. Best: Launched company's presence on Facebook leading to 3,000 followers within sixty days and a 6% increase in online sales.
- f. These rules may take a little more creativity, but they apply equally to volunteer work and even to chores.
 - i. Plan, shop and cook healthy and creative dinners within budget for younger siblings.
 - ii. Planted, maintained and harvested community garden plot. Produced over 110 pounds of organic vegetables from seed.

M. Your title: **Chief Resume Builder**

Organization you were affiliated with (leave it blank if it's home-based: **Resumes R Us**)

Year: **2016-present**

City and State: **San Francisco, CA**

Bullet point #1: **Designed Resumes**

Bullet point #2 **Wrote Resumes**

Bullet point #3 **Korrected typos**

Bullet Point #4 Bullet Point #4

N. Your title: **Chief Cover Letter Writer**

Organization you were affiliated with (leave it blank if it's home-based: **Cover Letters Unlimited**)

Year: **2010-2012**

City and State: **Boise, ID**

Bullet point #1: **Wrote cover letters**

Bullet point #2 **Formatted paragraphs**

Bullet point #3 **Edited cover letters for clarity, consistency, charm and cohesion.**

Occasionally tried out new fonts.

Bullet Point #4 Bullet Point #4

O. Your title: Enter Title

Organization you were affiliated with (leave it blank if it's home-based: Organization Name)

Year: Duration

City and State: City, State

Bullet point #1: Bullet Point

Bullet point #2 Bullet Point

Bullet point #3 Bullet Point

Bullet Point #4 Bullet Point

P. Your title: Your title: Enter Title

Organization you were affiliated with (leave it blank if it's home-based: Organization Name)

Year: Duration

City and State: City, State

Bullet point #1: Bullet Point

Bullet point #2 Bullet Point

Bullet point #3 Bullet Point

Bullet Point #4 Bullet Point

Q. Your title: Enter Title
Organization you were affiliated with (leave it blank if it's home-based: Organization Name
Year: Duration
City and State: City, State
Bullet point #1: Bullet Point
Bullet point #2 Bullet Point
Bullet point #3 Bullet Point
Bullet Point #4 Bullet Point

R. Your title: Enter Title
Organization you were affiliated with (leave it blank if it's home-based: Organization Name
Year: Duration
City and State: City, State
Bullet point #1: Bullet Point
Bullet point #2 Bullet Point
Bullet point #3 Bullet Point
Bullet Point #4 Bullet Point

S. The next section is where you will list your Activities. Sports should be listed here and extracurricular activities – especially ones where you have excelled or shown great dedication. We've created space for three activities. If you have fewer than three activities leave the extra ones blank.

What was your title? **Karate Student**

What was the name of the organization? Leave blank if there was none: **A-1 Karate**

Year: **1999 - present**

City and State: **San Jose, CA**

We've given you two bullet points to describe what you did for each activity.

Bullet point #1: **Chopped**

Bullet point #2 **Kicked**

What was your title? **Synchronized Swimmer**

What was the name of the organization? Leave blank if there was none: **In Synch In Water**

Year: **1948-1966**

City and State: **Tallahassee, FL**

We've given you two bullet points to describe what you did for each activity.

Bullet point #1: **Swam**

Bullet point #2 **Followed others swimming**

What was your title? Enter Title

What was the name of the organization? Leave blank if there was none: Organization Name

Year: Duration

City and State: City, State

We've given you two bullet points to describe what you did for each activity.

Bullet point #1: Bullet Point

Bullet point #2 Bullet Point

- T. The last section is called Skills. If you'd like you can re-name it on your final resume as "Skills and Interests." This is where you should list any foreign languages you speak or computer languages or programs that you know. Certifications such as CPR, SCUBA, lifeguard, notary public and Eagle Scout go here. It's also a place to share some hobbies or facts that will make your personality come out. For instance, "Completed nine marathons by age twelve" or "Enjoy salsa dancing and spelunking"

Fluent Esperanto

Many thanks to Ted Levinson '90 for penning this painless and fun guide to resume writing. 8/17