

RESUMES/COVER LETTERS

RESUMES

A resume is a brief summary of your qualifications, education, and experiences relevant to your job search objective. The purpose of a resume is to obtain an interview. Employers will spend less than 30 seconds reviewing your resume; therefore, the information must be conveyed in a clear, well-organized style. The sections of a resume are listed below.

Your Name
Email address
Phone number

Current Address
Web page and/or LinkedIn address (if pertinent)

Permanent Address (optional)

Objective

This section is optional. The objective can include the specific position you are seeking, skills you wish to use on the job, field or organization type by which you wish to be employed, or a combination of all of the above.

Education

This section should include:

- Name of the degree-granting institutions; List most recent first.
- Degree received and major
- Graduation date or projected graduation date, or dates of attendance if a degree was not completed
- Overseas academic experience

Optional:

- Any minors, specialization or focus areas
- Courses relevant to the position for which you are applying
- Honors and GPA (if they are a strong selling point). Indicate GPA based on a 4.0 scale.
- Senior research/honors thesis title and brief description
- Freshmen and sophomores can include high school

Experience

List most recent experience first. You should include:

- Title of the position
- Name of the organization and location (city and state)
- Dates, including month and year
- Descriptions of responsibilities beginning with action verbs (avoid phrases such as “duties included”)
- Believable, verifiable accomplishments
- Paid jobs, internships, volunteer community service, academic/extracurricular projects involving teamwork or leadership, special academic research or honors projects
- You may choose to divide your experience into two or more sections. Possible section headers might include Research Experience, Teaching Experience, Leadership Experience or Volunteer Experience

Additional Information

This section could include computer skills, languages, volunteer work, sports, and interests. If one of these areas is relevant to the job, however, you may choose to put it in the “Experience” section. You may also choose to use more specific section headers such as:

- Skills
- Activities
- Interests
- Honors and Awards

Sample Objectives

- *A position as an editorial assistant.*
- *Electrical engineering internship.*
- *To obtain a position in finance.*
- *A program coordinator position in a community organization working with youth.*
- *Seeking a position in museum administration requiring strong writing skills and a background in art history.*
- *To apply decision and systems analysis to strategic planning in the telecommunications industry.*

SAMPLE FUNCTIONAL RESUME

BEN PIERCE
pierce@stanford.edu

Present Address:
6756 Ventura, #36
Palo Alto, CA 94306
(650) 555-2190

Permanent Address:
13 Moss Lane
Crabapple Cove, WI 55555
(612) 555-3520

OBJECTIVE: To obtain a position as a paralegal with a corporate law firm.

EDUCATION: **Stanford University**, Stanford, CA. BA degree in Psychology.
Course work has included criminal law, economics, political science, and sociology (9/XX-6/XX).

EXPERIENCE: **RESEARCHING/WRITING**

- Researched language development in infants utilizing both library resources and experimental data.
- Generated written report of research project results.

ORGANIZING/SUPERVISING

- As one of four class presidents, planned events and activities for the Stanford senior class. Contacted businesses targeted for participation in these events.
- Organized and supervised committees to assist in publicizing, promoting and raising funds for various senior class functions.
- Set goals and guidelines for committee meetings.

PUBLIC SPEAKING/COMMUNICATING

- Acted as senior class liaison to University officials. Informed them of senior class activities and enlisted their support and approval.
- Discussed campaign platform and issues at residence halls while running for class office.
- Participated in public relations events to publicize the Varsity Football program to the surrounding community.
- Conducted impromptu interviews with various media representatives.

FINANCIAL PLANNING/BUDGETING

- Coordinated a budget of \$9,000 for senior class events.
- Estimated and quoted prices for a variety of construction projects.

EMPLOYMENT HISTORY: Crew Member, Pierce's Asphalt and Seal Coating Service, Crabapple Cove, WI (6/XX-9/XX, summers).

ADDITIONAL INFORMATION: President, Senior Class, Stanford University, Stanford, CA.
Running Back, Stanford Varsity Football Team.

SAMPLE COMBINATION RESUME

PATRICIA DIXON
pat@stanford.edu

Present Address:

P.O. Box 1234
Stanford, CA 94309
(650) 555-0000

Permanent Address:

123 Park Court
San Carlos, CA 94070
(650) 555-5555

SKILLS**SUMMARY:**

- Extensive program development and motivational skills.
- Proficient with MS Word, Excel, FileMaker Pro, and PageMaker.
- Experienced lab technician executing DNA sequencing and gene analysis.

EDUCATION:

9/XX-6/XX

Stanford University, Stanford, CA.

Bachelor of Arts degree in Psychology with Honors. Course work includes biology, calculus, chemistry, and statistics. GPA - 3.7/4.0

EXPERIENCE:

9/XX-6/XX

RESEARCH/WRITING

Public Relations Intern, Hoover Institute Public Affairs Office, Stanford, CA

Compiled Hoover Fellow articles from an array of journals, magazines and newspapers. Used PageMaker to create mastheads and retype opinion editorials. Developed efficient proofreading methods and an innovative talent for pasting up difficult articles.

6/XX-9/XX

Research Assistant, University of Illinois at Chicago Cancer Center, Chicago, IL
Quickly learned complicated laboratory procedures. Successfully executed molecular biology experiments involving DNA sequencing and gene analysis. Maintained detailed records for procedural and statistical purposes. Gained significant independent research and writing experience.

9/XX-6/XX

Feature Writer, The Stanford Daily, Stanford, CA

Developed journalistic writing style and interviewing skills. Successfully met all deadlines and consistently published front page articles.

TEACHING/COUNSELING

10/XX-present

Math/English Tutor, Self-initiated and directed, Palo Alto, CA

Tutor two seventh grade students 2-3 hours per week. Employ the Socratic method to help develop their analytical skills and help them with their homework. Design tests to chart their progress. Create interactive games to increase their understanding of math and grammar. Plan quarterly outings.

9/XX-6/XX

Focus Assistant, Stanford's Environmental Theme House, Stanford, CA

Participated on a team of five to develop well organized, thought provoking, and social programs to familiarize residents with the environmental theme.

LEADERSHIP/MANAGEMENT

9/XX-6/XX

Officer's Core Member, Black Student Union, Stanford University, Stanford, CA

Worked with a team to plan, organize, and publicize a variety of activities and programs designed to motivate and educate Stanford's African-American community. Chaired a committee to rejuvenate The Real News, an African-American news publication.

INTERESTS:

Writing short stories • developing culinary skills in African-American cuisine • jazz