

FIRST AND SECOND-YEAR RÉSUMÉ GUIDE

WHAT IS A RÉSUMÉ AND HOW DO I WRITE ONE?

The goal of your résumé is to effectively communicate your qualifications, education, accomplishments, and relevant experiences to prospective employers. To prepare a successful résumé, you need to know how to summarize and present your experiences and achievements in a brief, concise manner.

One of the most important parts of writing your first résumé is focusing on **transferable skills**. As a first or second-year student, it can seem like you have nothing to put on a résumé if you have no paid work experience. However, many of your past experiences (leadership, extracurricular activities, volunteer work, competitions, etc.) have contributed to your professional skills and abilities, but it is up to you to make those contributions clear to employers (on and off campus). Focus on broad skills you exhibited in various positions or leadership roles, such as event planning, office procedures, teaching or training, fundraising, logistics, marketing, etc. All of those skills are valuable and relevant to a wide variety of positions.

Below is the basic outline of headings and content for your first résumé, and two samples for your reference (one with paid work experience, one without). For more in-depth guidance on resumes, visit the [CDO website](#) or [make an appointment](#) with a CDO staff member. We are here to help!

RÉSUMÉ ESSENTIALS

Heading

- *Your full name, address (campus, permanent or both), telephone number with area code, and email address.* If you are applying to on-campus jobs, be sure to use your Kenyon email address.

Education

- *Name of school, location (city and state), degree received and major(s), expected graduation date*
- As a first year, it is normal to have your high school information **below** your Kenyon information. As you proceed through your time at Kenyon, you can (and should) remove your high school experience to make room for more relevant information.
- It is perfectly fine to put Undeclared or Undecided for your major, or leave it out entirely.
- Other optional information may include: GPA, minors, concentrations, academic honors/awards/scholarships, or relevant curricula or coursework (e.g., bilingual education)

Experience

- Paid and unpaid work qualify as experience. As a first or second-year, you might not have much (or any) paid work experience. Or, you may feel your extracurricular activities, volunteer work, or leadership positions speak more to your skills and abilities. In either case, feel free to re-title the Experience section. In the first attached example, Stew has decided to represent his experience in two sections: *Leadership & School Involvement* and *Volunteer Experience*.
- Include the name of the organization, location (city and state), dates of involvement, your title, and two or three action statements describing what you did.

Optional Sections

- **Skills:** Here you can include foreign languages, computer skills (e.g., Photoshop, Final Cut Pro, or programming languages), office skills, lab techniques, certifications, or other relevant skills
- **Awards & Honors:** A space for significant recognition of accomplishments. Be sure to give a brief description if awards or programs are not self-explanatory.

Résumé Formatting Tips

1. List positions and experiences within each section **in reverse chronological order (most recent at the top)**
2. Use capitalization, bold, and italics to emphasize key information. Be sure to keep this formatting consistent.
3. Use readable and common fonts sized 10-12. Save and send in PDF format to ensure font and spacing consistency.
4. Your résumé should be one page in length, with margins between 0.5" and 1"

STEW DENT

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EDUCATION

Kenyon College
Major: Undeclared

Gambier, Ohio
Expected Graduation: May 2019

St. Thomas High School
GPA: 3.82/4.00

Anytown, State
June 2015

LEADERSHIP & SCHOOL INVOLVEMENT

President & General Member, El Club de Español, St. Thomas High School August 2012 – May 2015

- Planned monthly meetings to learn about and discuss cultures and traditions of various Spanish-speaking countries
- Directed biweekly Language Buddies program that allowed high school and elementary students to work together to develop and refine their English and Spanish skills
- Designed flyers marketing holiday events, service projects, and Language Buddies program

President, Campus Ministry, St. Thomas High School August 2014 – May 2015

- Led weekly meetings with 13 other students to coordinate all-school liturgies, prayer services, and holiday events such as Catholic Schools Week and Lenten Series
- Informed student body about opportunities to participate in religious services and community service through newsletters and social media

Secretary, National Honor Society, St. Thomas High School May 2014 – May 2015

- Recorded attendance of meetings, student participants in book and blood drives, and nonprofits in attendance for community nonprofit fair
- Supervised members in contacting nonprofits, answered questions from nonprofit coordinators, and coordinated logistics for nonprofit fair

VOLUNTEER EXPERIENCE

Kairos Leader, St. Thomas High School January - April 2015

Tutor, West Oak Middle School September 2012 – May 2015

- Tutored groups of seventh and eighth grade students in Algebra, English, and Science

Kupcakes 4 Kids October 2013 – May 2015

- Served on the communications committee to help promote fundraising events

HONORS & AWARDS

Awards: Coca-Cola Scholars Semifinalist, Best Buy Scholarship Recipient, Trustee Scholarship Recipient, St. Thomas 2015 Service Award

HANNAH MORE

123 Rich Street, Green Bank, PA | email@kenyon.edu
P.O. Box 1234, Gambier, OH | 123.456.7890

EDUCATION

Kenyon College | Gambier, OH
Bachelor of Arts, Undeclared

Expected May 2019

Green Bank High School | Green Bank, PA
GPA: 3.75, four-year Honor Roll member

June 2015

WORK EXPERIENCE

Target | Green Bank, PA
Cashier

October 2014-July 2015

- ♦ Assisted customers in finding products throughout the store
- ♦ Processed all customer transactions and guided customers through self-checkout system
- ♦ Trained new team members on procedures, inventory system, and point of sale software
- ♦ Listened to customer complaints and worked with team members to resolve issues

Green Bank Community Pool | Green Bank, PA
Lifeguard and Swimming Instructor

Summer 2014 & 2015

- ♦ Taught swimming techniques and safety to beginning and advanced students aged 4-12
- ♦ Supervised children as they swam to ensure safety and applied first aid as needed
- ♦ Tested and recorded chemical levels and reported any imbalances to pool supervisor
- ♦ Certified in Lifeguarding, CPR and First Aid

LEADERSHIP & VOLUNTEER WORK

Varsity Women's Volleyball Team | Green Bank High School
Team Captain

February 2014-December 2015

- ♦ Planned and led off-season conditioning workouts and weightlifting for team of 18 peers
- ♦ Assisted in organization of three team fundraisers, raising over \$1500 for new team uniforms
- ♦ Resolved conflicts between players and worked to build team morale and motivation

Key Club International | Green Bank High School
General Member

January 2012-June 2015

- ♦ Weekly volunteer at Scott Co. Humane Society, socialized animals and maintained facilities
- ♦ Assisted in organization and staffing of one-time events such as Relay for Life, Red Cross Blood Drive, and winter clothing drive
- ♦ Designed event flyers as member of marketing and promotions committee for Turkey Trot 5k fundraiser benefitting Scott Co. Food Bank

SPECIAL SKILLS

- ♦ CPR, First Aid, and Lifeguard certified
- ♦ Proficient in MS Excel and Publisher