

RESUMES

CAREER SERVICES OFFICE

(603) 535-2336 career.services@plymouth.edu

Schedule an appointment with Career Services for more in-depth information



CHECK YOUR CONTENT

- RELEVANT TO THE JOB**
Leverage the job description or tasks from O*Net
- SHOWCASE OUTCOMES AND ACCOMPLISHMENTS, QUANTIFIED APPROPRIATELY**
- WRITTEN FOR THE HIRING MANAGER**

BULLETS AND INDENTS

These can help the reader quickly see important information. Use these to help guide the reader's eyes.

MARGINS

Use .5 to 1-inch margins to avoid printing issues

WORD COUNT AND WHITE SPACE

<500 words is a good estimate of the amount of content to include to not overwhelm the reader. Use white space to balance text.

LENGTH

A well-structured resume is effective in one page given most hiring managers spend less than one minute in review. Although two page resumes are not uncommon, but target for one page.

FONT

Use a common font that is easily read when printed, usually at 11pt or higher. For emphasis use **bold** and underline. Avoid italics.

Arial	10pt+	Garamond	11pt+	Times New Roman	11pt+
Calibri	11pt+	Georgia	10pt+	Trebuchet MS	10pt+
Cambria	10pt+	Helvetica	10pt+	Tahoma	10pt+



FORMAT FOR THE READER

SPELLING MISTAKES AND INCONSISTENT FORMATING

- These become quick ways to discredit your written communication skills and attention to detail, and may hinder your chance at an interview.

GRAPHICS, COLORS, AND EMBELLISHMENTS

- Although flashy, they do not add anything to the content of your resume and become a waste of space. Likewise they may confound resume upload systems i.e. Applicant Tracking Systems (ATS).

VAGUE OR REDUNDANT INFORMATION

- Avoid acronyms and be conscientious of unfamiliar jargon. Also, avoid redundant entries that may take up unnecessary space.



AVOID THE FOLLOWING

HEADER: Include your name, address, phone number and professional email. You may also include links to e-portfolios and/or professional websites.

Rita B. Hayworth

4 Kelly Drive, Plymouth, NH (603) 555-2336 r.hayworth@yemail.com

Profile

Self-directed media student with experience in film preservation, digital restoration, and digital editing. Proficient in Adobe Creative Suite and Microsoft Office.

Education

Bachelor of Arts, Media Studies

Minor in Graphic Design

Plymouth State University, Plymouth, NH

Expected 5/2018

3.54 GPA

Projects

Partnered with professors to curate a 40-piece exhibit at the Museum of the White Mountains that blended the visual arts and environmental sustainability practices to raise awareness of climate change and other environmental issues

Skills and Proficiencies

- Adobe Photoshop
- Microsoft Excel
- Microsoft Outlook
- Adobe Illustrator
- Microsoft Word
- Microsoft Access

Relevant Experience

Intern, Film Museum, Concord, NH

8/2016 –Present

- Cleans and maintains items in the 200-piece collection, following conservation requirements and museum policies; restores new additions to the collection
- Provides reference services and assistance for visitors needing archival materials
- Leads tours of up to 10 visitors and answers questions regarding the collection

Advertising Manager, The Clock Newspaper

5/2015 –1/2016

- Promoted advertising space which provided an additional \$2000 to the annual operating budget for the newspaper

Additional Experience

Tutor, Plymouth Academic Support Services, Plymouth, NH

9/2017 –Present

Student Athlete, Plymouth State Volleyball Team, Plymouth, NH

8/2015 –Present

Box Office Attendant, The Flying Monkey Theater, Plymouth, NH

5/2016 –8/2016

More information available at www.linkedin.com/in/rita-b-hayworth12

PROFILE OR SUMMARY:

(Optional)

Provides a quick overview to the reader to highlight knowledge, skills and abilities that would be of interest to them.

EDUCATION:

Include degree program, expected graduation, GPA (if ≥ 3.0), relevant coursework and/or projects.

SKILLS:

Consider technical and demonstrative skills. Include relevant software, language fluency, and equipment.

EXPERIENCE:

Borrow language from the job description to help showcase relevant accomplishments. Use strong action verbs in the appropriate tense.

Focus content to what is relevant to the position. Minimize or omit content that does not contribute to your target job.



Move sections up/down to promote more relevant content higher up on your resume.

Emphasize what you did as opposed to where you did it using a bold font and/or word order, for example:

- Intern**, Film Museum
- Film Museum**, Intern

- Bachelor of Arts**, History, Plymouth State University
- Plymouth State University**, Bachelor of Arts, History