

Basic Resume Explained

① Your name is the largest content on the page. Include your email address, street address, and phone number in the header.

② In the education section, list your graduation month and year, and only include your GPA if it is > 3.00. Also include study abroad experience and key seminars.

③ List the position, employer, location and date for each entry.

④ Be consistent with the format of section headers, employers, titles and locations when using italics, bold, caps, and abbreviations.

⑤ Bullets are quantified and used to highlight one's task and impact. Begin bullet points with strong action verbs and use the appropriate tense. Be concise.

⑥ List the entries in reverse chronological order, and by importance within each section.

⑦ Content should be broken down into sections to make it easier to read.

⑧ Within each section, at least two experiences. Explain every significant experience with at least one bullet point.

⑨ The 'skills' section should be concise, and include qualifiers to (ie. proficient)

⑩ Delete any outdated content. As you start to have more college experiences and activities, gradually replace your high school activities.

① **Olivia Hamilton**
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② **Education**

Hamilton College, Bachelor of Arts , Clinton, NY	May 20XX
Double Concentration: Chinese and World Politics; GPA 3.3	
Associated Colleges in China , Beijing, China	June-December 20XX
Kentucky Country Day High School , Louisville, KY	June 20XX

Professional and Leadership Experience⑦

③ **U.S. Senate Committee on Foreign Relations, Intern**, Washington, DC Summer 20XX

- Researched for hearings on nominations, treaties, and briefings
- Attended meetings and drafted memos concerning East Asia, Southeast Asia and the international economy
- Received visitors and set up for briefings, meetings and receptions of foreign dignitaries

Maurice Horowitch Career Center, Employer Relations Intern, Clinton, NY Fall 20XX – Spring 20XX

- Researched internship opportunities for Hamilton students and posted to the Hamilton College job search engine
- Communicated consistently with employers via phone or email and greeted them for on-campus visits
- Promoted Career Center events and job opportunities by presenting at student organization meetings

Voices of Color Lecture Series, Philanthropy Coordinator, Clinton, NY Spring 20XX

- Researched and submitted proposals for Voices of Color Lecture Series' philanthropic endeavors
- Collaborated with group of leaders to bring Dr. Cornel West to campus for lecture
- Acted as liaison to the Utica Hope House, beneficiary of \$1,200 from lecture's ticket sales
- Publicized lecture through posters around campus and targeted emails to student groups

Hamilton Outing Club, Officer, Clinton, NY Fall 20XX - Fall 20XX

- Managed logistics for small group expeditions, including planning meals and organizing and distributing gear
- Taught groups of 7-11 students outdoor living skills through interactive lessons and experientially on trips
- Managed group dynamic, medical issues, and daily living activities on one week canoeing and hiking trips
- Publicized outdoor experiences across campus in order to get new students interested in outdoor leadership

Stickhead Lacrosse, Assistant Coach, Louisville, KY Summer 20XX

- Structured a two-hour practice three times weekly, ran drills, and instructed twenty-five girls
- Coordinated travel to out-of-state tournaments and communicated with parents about logistics

Additional Experience

Hamilton College Residential Life, Residential Advisor, Clinton, NY 20XX – present

- Provides support to 30 first year and sophomore students, around personal, social and academic issues
- Organizes both small group programs and large-scale campus events with up to 200 attendees

Hamilton College Admissions Office, Online Journalist, Clinton, NY 20XX - present

- Write and post several weekly journal entries depicting college life for prospective students and parents

Sustainability Conference, Host Committee, Hamilton, NY July 20XX

- Collaborated with group of twelve local college students to plan and implement two-day conference
- Communicated with workshop presenters, including professors and administrators from six colleges
- Presented workshop on composting best practices at a small college

Multicultural Mentoring Project, Peer Mentor, Clinton, NY 20XX – 20XX

- Advise two international first-year students in order to help facilitate transition to college life

Hamilton College Model UN, Member, Clinton, NY 20XX – 20XX

Hamilton Women's Lacrosse Team, Member, Clinton, NY 20XX – 20XX

⑨ Language Skills: **Mandarin Chinese**, advanced proficiency, can read, speak and write Chinese characters

Meet with a Peer Advisor or attend a Resume 101 workshop to get started!