



# RÉSUMÉ GUIDE

**Hamilton**  
CAREER CENTER

**FIND YOUR FUTURE**  
KNOW THYSELF EXPLORE COMMUNICATE CONNECT

# Career Center Resume Guide

## GETTING STARTED: THE BASIC RESUME

The purpose of a resume is for a potential employer to begin to understand what sets you apart from other candidates and offer you an interview. A good resume is more than just a list of organizations and positions: it is a representation of your story. Follow along with the steps below to write and target your own resume. Feel free to draw on the examples in the back as well, but don't plagiarize!

### Step 1: Finding Your Skills

Ask yourself the following questions:

- “Which skills of mine do I want to communicate on my resume?”
- “What kinds of abilities have I developed from my career-related experiences?”

Then, look on the next page to find some skills you want to highlight. This is important because your resume is the essence of *you*; once you develop the basis of how you want to portray yourself, you can start connecting the dots with related experiences and contexts. It will also help you to form the descriptions of your experiences on your resume and target it to specific jobs later in the process.

### Step 2: Brainstorming Your Experiences

Make a list of all your career-related experiences (CREs). Remember these do not have to be formal, paid job experiences, but rather any experience you feel developed skills that can be applied to future jobs. CREs span a wide range of activities: clubs, athletics, volunteer experiences, research roles, jobs, internships, etc. These can all go on your resume, usually going back about 4 years.

### Step 3: Describing Your Experiences

The purpose of these descriptions is to indicate the context and impact of your work: what you did and why it mattered. Strive to create accomplishment-focused descriptions:

- Start with a skills-focused action verb (the words on the Skills List are a great start for ideas).
- Show the breadth and depth of your work by using quantities when appropriate (number of people, amount of money, ages, length of time).
- Demonstrate what you and/or your team *achieved*, not just what you *did*.

Task-Focused Description	Accomplishment-Focused Description
Promoted events through social media	Promoted 4 interdisciplinary events by implementing social media and email marketing plans, resulting in approximately 20 attendees per event

### Step 4: Format Your Resume

Look over the annotations for James P. Washington's basic resume on the next page to find what you should include in all of the different sections of your resume. Some quick tips:

- Save your resume as a PDF for employers so that the formatting doesn't get wonky.
- Assume the employer will print out your resume in black-and-white, so if you do choose to use color, make sure it's dark enough that it will still show up in grayscale.
- Stay formal, but don't be afraid to give specific examples of the things you've done.

①

# James P. Washington

②

jwashing@hamilton.edu - 789.234.123

64 Cedar Place, Dayton, OH 45377

## Education: ③

**Hamilton College**, Clinton, NY

*Bachelor of Arts*

Major: History

May 2025

**Meadowdale High School**, Dayton, OH

GPA: 3.3

June 2021

## Relevant Experience: ④

*Staff Writer*, **The Spectator**, Clinton, NY

Fall 2021 - Present

- Write 4-6 engaging and informative articles per semester on the impact of recent administrative decisions or on-campus events, like the Student Assembly Town Hall
- Interview professors, staff, and students to explore various perspectives, ensuring a non-biased response by avoiding leading questions and allowing ample room for a nuanced explanation

*Member*, **Meadowdale History Club**, Dayton, OH

Fall 2019 - Spring 2021

- Collaborated with other members to plan movie nights 4 times per year by choosing a historical documentary, coordinating food orders, and sending creative emails to market events
- Completed readings of primary and secondary sources to gain insights on political, philosophical, or social developments around the world, such as the role of women in the industrial revolution
- Participated in weekly group discussions on historical interpretations, synthesizing different perspectives and remaining respectful of others' opinions

*Competitor*, **Meadowdale Speech and Debate Club**, Dayton, OH

Fall 2018 - Spring 2021

- Researched and wrote one 10-minute persuasive speech per year on topics like preserving net neutrality, integrating and cross-checking primary and secondary sources to build a strong case
- Rehearsed at weekly meetings, taking feedback well and critiquing others constructively
- Performed piece in front of a judge and other competitors at ~8 tournaments per year

## Additional Experience:

*Member*, **Hamilton College Men's Varsity Swim Team**, Clinton, NY

Fall 2021 - Present

- Participate in 2-hour practices every day and meets every weekend during winter (400m Medley)
- Balance daily practices with academics and clubs by following a strict work schedule
- Maintain relationships with 36 other swimmers by attending team dinners and social events to create a positive and inclusive environment

*Captain*, **Men's Varsity Swimming**, Dayton, OH

Winters 2017 - 2020

- Organized and ran 2 captain's practices per week during the fall to prepare for the season
- Communicated practice logistics and announcements to swimmers promptly by email and text
- Created a supportive atmosphere by including new swimmers in activities and conversation

**Language Skills:** Fluent in Spanish (Advanced reading and writing) ⑤

**Interests:** 1960s Automobiles, Fly Fishing, French Revolution ⑥

### ① **General Formatting:**

Keep your resume to one page. Keep all headings and experiences consistent regarding font (type, size, and placement of italics/bold), acronyms or lack thereof for U.S. states, indentations, hyphens, bullets/paragraph, etc. Avoid abbreviations (other than state codes) and uncommon acronyms; minimize use of articles (the, an, a) and prepositions (of, for, in, with) to be most concise. As always, proofread. Update your resume at least once a year. **Save the file as a PDF before sending it to a potential employer to avoid formatting issues.**

### ② **Contact Information:**

Include your name, which should be the largest content on the page; one phone number; one (professional) email, which will be your Hamilton email unless you're a senior (in which case you can choose); and one address, Hamilton mailbox or home, though it might help to list the one closer to the opportunity you're applying for.

### ③ **Education Section:**

Include "Hamilton College" with "Bachelor of Arts" written out; projected graduation month and year; majors and minors (if an underclassmen, either modifying it with "Prospective/Intended" or putting "Undecided"); your GPA, if it's over a 3.0; study abroad/away semesters; thesis work, if relevant; and honors and awards. Include high school education if you're an underclassman or went to a high school with a strong alumni network or a recognizable name. Do not include standardized testing scores like the SAT.

### ④ **Experience Section(s):**

Include all relevant career-related experiences — jobs, internships, volunteering, research, clubs, etc. Title the section to indicate how the experience is related, for example, "Marketing Experience" or "Lab Experience".

For each CRE, include employer (company) name, position title, city and state, and start and end dates, which can be denoted by year, season, or month, as long as the format is consistent all the way through. Experiences should be ordered reverse chronologically by end date in each section, meaning that the most recent experience (in that section) should come first. If two experiences have the same end date, you can put either one first.

Below each entry, write descriptions of your responsibilities there, either in bullet point format or a body of text. Whether bullet or paragraph format, statements should begin with an action verb (see the Skills List for ideas). If the experience is current, the action verb should be in the present tense; if it is a past experience, the action verb should be in the past tense. Clauses like "in order to" or "resulting in" can help you frame your tasks in the broader context of what those tasks accomplished. Avoid use of pronouns (I, my, their, his/her) and end punctuation (unless it's in paragraph format).

### ⑤ **Skills (optional):**

Include computer software skills (but not Microsoft Office, Word, or Powerpoint unless specified in job description); language skills (with estimated level of proficiency); and other specific technical proficiencies, like in the lab sciences or the arts. Do not include soft skills like communication, writing, or marketing. Instead, let those be demonstrated through the career-related experiences on your resume and their descriptions.

### ⑥ **Interests (optional):**

Include *specific* interests not otherwise noted on your resume that may spark conversations in interviews. Do not be vague (ex., "music" or "travel"). These are your interests; be *interesting*, and make sure you are truly knowledgeable about the ones you write down.

# Skills List

(Used for brainstorming, choosing action verbs for descriptions, and crafting targeting section titles)

## RELATIONSHIP

Advocate  
Collaborate  
Counsel  
Demonstrate social/cultural sensitivity  
Facilitate groups  
Greet  
Guide  
Provide care & support  
Resolve conflict  
Serve as liaison  
Serve clients & customers  
Train/Instruct  
Tutor

## COMMUNICATION

Consult  
Interact  
Interview  
Listen  
Market  
Mediate  
Negotiate  
Persuade  
Promote  
Resolve  
Sell  
Speak to groups  
Write

## CREATIVE

Adapt  
Author/Compose  
Brainstorm  
Compose  
Conceptualize  
Create images  
Demonstrate foresight  
Design  
Develop  
Invent  
Perform  
Synthesize/Integrate  
Use intuition

## ANALYTICAL

Adjust  
Allocate  
Analyze  
Assess/Evaluate  
Budget  
Categorize/Classify  
Compute  
Estimate  
Forecast  
Manage data and records  
Project  
Research  
Solve problems

## MANAGEMENT/ LEADERSHIP

Arrange  
Build a team  
Coach  
Coordinate  
Envision  
Implement  
Lead  
Make decisions  
Manage projects  
Organize/Plan  
Oversee  
Set goals  
Supervise

## PHYSICAL/ TECHNICAL

Body coordination  
Build  
Construct  
Draw  
Hand dexterity  
Inspect  
Install  
Observe  
Operate equipment  
Renovate  
Repair  
Restore  
Sketch

# Industries List

(Used for crafting targeting section titles)

Advertising  
Art  
Banking  
Broadcasting  
Computer Science  
Consulting  
Counseling  
Design  
Engineering

Environmental  
Fashion  
Finance  
Government/Politics  
Healthcare  
Human Resources  
Law  
Marketing  
Media/Movie/Theater/Music Production

Non-Profit  
Publishing  
Public Relations  
Recruiting  
Retail  
Sales  
Social Work  
Teaching

## MARKETING YOURSELF: THE TARGETED RESUME

Targeting is a method of grouping your career-related experiences to draw your employer's eye to the most important ones. It will allow you to market yourself more effectively by highlighting your most valuable skills and CREs. We advise that you have one "exploded" resume with *all* of your experiences and bullet points; from there, you can pick and choose which ones to put on the different versions of your resume. In a targeted resume, you will be organizing them under different section titles to pull the most important experiences to the top third of your resume: the "prime real estate."

### Step 1: Determine Your Motivation for Targeting

There are three main ways you can organize your experiences, depending on your situation. Take a look at your experiences to see which ones fit together and how. Remember that you can have many iterations of targeted resumes, so don't limit yourself!

- Targeting by **Industry**
  - Section titles are based around experience in a specific *field/type of company* (ex. "Law Experience")
  - Shows employer that you have knowledge of what it's like to work in that environment and perform the typical responsibilities of the job
  - Especially useful if you've held many different positions within a field but want to link them together
- Targeting by **Skill**
  - Section titles are based around experiences linked by *skill/responsibility* (ex. "Project Management Experience")
  - Shows employer that you have transferable skills developed across many different environments
  - Especially useful if your experiences are diverse in setting but linked by job function
- Targeting to a **Job Description**
  - Section titles can be industry- or skill-based, but are formed largely in conjunction with a job description
  - Shows employer that you're knowledgeable about the position and a very good candidate for it
  - Especially useful if you have a detailed job description to work off of--but don't plagiarize!

### Step 2: Choose Your Section Titles

By replacing "Work Experience" or "Relevant Experience" with more precise titles like "Marketing Experience" or "Public Speaking Experience," you can immediately draw the employer's eye to your main assets. This will also allow you to put the most relevant career related experiences (CREs) at the top, since reverse chronological order only applies *within* sections. Look at the "Skills & Industries List" at the beginning of this packet for ideas of titles. You can always include an "Additional Experience" section at the bottom if you have more experiences than fit into categories, or you can remove the ones that are not as relevant.

### Step 3: Target Your CREs

By altering the formatting or content of your CREs and descriptions, you can frame your resume to better display the value of your experiences. Here are some aspects of your CREs to target:

- Position Titles: If your title was "Intern" or something similarly general, you can compose a new position title to more accurately capture what you did--as long as it's honest.
- Position Title Formatting: You can use bolding or italics to emphasize either your position title or where you worked: whatever you think most important. The format must remain consistent throughout all sections on your resume.
- Descriptions: You can alter the content or order of your bullets to better demonstrate your responsibilities. Put the most important bullets first, and feel free to add more bullets or take some away, depending on the importance of the CRE. If you are targeting towards an industry or job description, also try to include industry-specific language where you can.

### Step 4: Target Your Education Section

As a college student, your education is really important! Take advantage of that space to show how you supplement your CREs.

- Relevant Coursework: If you want to show that you have gained industry-specific knowledge through your academics, include a few names of important courses you've taken, usually higher-level ones. Do not list all your courses.
- Research/Thesis Work: If you're researching a relevant topic, you can put the title of your paper and a short description in your "Education" section. Alternatively, this could serve as a CRE in your "Experience" section.
- Study Abroad: If you want to demonstrate language skills or research, put your study abroad university/program in line with and underneath "Hamilton College." It's another school, so the same formatting applies. A description is helpful.
- Awards/Scholarships: List your relevant awards with month and year they were received and a short description, if it's not clear from the title.

# Jennifer Chen [Basic]

jchen@hamilton.edu  
781-736-9201

60 Hibiscus Ave  
Waltham, MA 02451

## Education:

**Hamilton College**, Clinton, NY May 2025  
*Bachelor of Arts Degree in Geology*  
**Match High School**, Boston, MA June 2021  
GPA: 3.5

## Relevant Experience:

- Phonathon Caller*, **Hamilton College Alumni Office**, Clinton, NY September 2021-Present
- Call 20 alumni and parents per week to generate donations, with an average of \$10 gifted per caller
  - Persuade callers to donate by drawing out their best college memories and sharing current students' stories to revitalize the connection they feel to Hamilton
- English Tutor (Virtual)*, **Project SHINE**, Utica, NY September 2021-December 2021
- Tutored one elementary school student and refugee over Zoom for 2 hours weekly
  - Prepared and delivered a weekly lesson plan for an advanced-level English class of 9 high schoolers
- Board Member*, **Match Sustainability Club**, Boston, MA September 2018-June 2021
- Managed a social media campaign around composting, leading to 30% less waste from the cafeteria
  - Wrote and delivered a presentation about the environment to 6 elementary school classes across 4 local schools to educate students about the importance of recycling
  - Organized a trivia night, raising \$550 to build a school garden as a part of Social Action Week
- Team Co-Leader*, **Habitat for Humanity**, Atlanta, GA December 2020-January 2021
- Constructed homes for those in need of shelter in Atlanta, GA as a part of a two-week program
  - Delegated tasks like transporting materials to a 12-person team to optimize productivity
  - Coordinated logistics for building days with the other co-leader and organization supervisor
  - Learned about energy-efficient, sustainable building practices
- Science and Math Tutor*, **Match Homework Assistance Program**, Boston, MA September 2017-June 2019
- Helped middle school students complete assignments in earth science and math
  - Designed and implemented learning tools like crossword puzzles to test students' comprehension

## Additional Experience:

- Hostess*, **Sushi Yasu Japanese Restaurant**, Waltham, MA June 2020-August 2020
- Welcomed customers, escorted them to their seats, and assigned tables to wait staff
  - Scheduled reservations and placed take-out and curbside-pickup orders via phone
- Mentor*, **Christ Church Youth Group**, Cambridge, MA June 2019-August 2019
- Engaged new members of a Bible study group in team-building activities to help them feel at home
  - Participated in a 2-hour environmental clean-up at a local park to combat the effects of littering

**Language Skills:** Mandarin (Conversational)

**Interests:** Sustainable Agriculture, Drawing, Ornithology, 1970's Disco Music

# Jennifer Chen [Targeted]

jchen@hamilton.edu  
781-736-9201

60 Hibiscus Ave  
Waltham, MA 02451

## Education:

**Hamilton College, Bachelor of Arts**, Clinton, NY May 2025  
Intended Major: Geology  
Relevant Coursework: Principles of Geoscience: Earth Resources and the Environment  
**Match High School**, Boston, MA June 2021  
GPA: 3.5  
Honors: **Earth Science Award Recipient** June 2021  
*"Presented to the one student who has most excelled in earth science and sustainability practices."*

## Project Management Experience:

**Environmental Campaign Manager, Match Sustainability Club**, Boston, MA September 2018-June 2021

- Delegated tasks to and oversaw design strategies of a 7-person team organizing a social media campaign to encourage composting at school, resulting in 30% less waste from the cafeteria
- Organized a trivia night, raising \$550 to build a school garden as part of Social Action Week
- Wrote and delivered a presentation about the environment to 6 elementary school classes across 4 local schools to educate students about the importance of recycling

**Team Co-Leader, Habitat for Humanity**, Atlanta, GA December 2020-January 2021

- Constructed homes for those in need of shelter in Atlanta, GA as a part of a two-week program
- Delegated tasks like transporting materials to a 12-person team to optimize productivity
- Coordinated logistics for building days with the other co-leader and organization supervisor

## Mentoring Experience:

**English Tutor (Virtual), Project SHINE**, Utica, NY September 2021-December 2021

- Tutored one elementary school student and refugee over Zoom for 2 hours weekly, incorporating tongue twisters and idioms to help her relax and laugh
- Prepared and delivered a weekly lesson plan for an advanced-level English class of 9 high schoolers

**Mentor, Christ Church Youth Group**, Cambridge, MA June 2019-August 2019

- Engaged new members of a Bible study group in team-building activities to help them feel at home
- Participated in a 2-hour environmental clean-up at a local park to combat the effects of littering

**Science and Math Tutor, Match Homework Assistance Program**, Boston, MA September 2017-June 2019

- Supported middle school students in completing assignments in earth science and math through verbal encouragement and discussion of study strategies
- Designed and implemented learning tools like crossword puzzles to test students' comprehension

## Additional Experience:

**Phonathon Caller, Hamilton College Alumni Office**, Clinton, NY September 2021-Present

- Call 20 alumni and parents per week to generate donations, with an average of \$10 gifted per caller

**Hostess, Sushi Yasu Japanese Restaurant**, Waltham, MA June 2020-August 2020

- Welcomed customers, escorted them to their seats, and assigned tables to wait staff

**Language Skills:** Mandarin (Conversational)

**Interests:** Sustainable Agriculture, Drawing, Ornithology, 1970's Disco Music



# Christine Hernandez

chernand@hamilton.edu - 207-365-9679 - 41 Oak Street - Augusta, ME 04330

## EDUCATION

**Hamilton College;** Clinton, NY; *Bachelor of Arts degree*

May 2024

**Major:** Spanish; **Minor:** Education Studies; **GPA:** 3.0

**Relevant Coursework:** Issues in Education - Spanish Literature

## TEACHING EXPERIENCE

**Let's Get Ready SAT Prep, Math Tutor;** Utica, NY

Spring 2021-Present

- Teach test-taking strategies as well as math concepts to 5 high school students over Zoom
- Develop and teach weekly SAT math lessons, based on the Let's Get Ready curriculum
- Mentor students through the college application process, helping them organize their college rankings and relevant deadlines on a Excel "Prospect List"
- Maintain records for students, including reporting practice test scores to office supervisor

**Levitt Center, Winter Research Fellow;** Clinton, NY

Winter 2021-2022

- Researched trends in inequity surrounding international students in the coronavirus pandemic by conducting interviews with 18 Hamilton students and reading journal articles and op-ed pieces
- Authored a 20-page paper, meticulously editing it for syntactical and structural clarity
- Prepared a 30min. slideshow and delivered it professionally and enthusiastically over Zoom

**MHS National Honor Society, Remote Math Tutor;** Augusta, ME

Fall 2019-Spring 2020

- Managed behavior and tracked progress of 1-2 middle school students in online classroom setting
- Invented simple games and word problems to motivate students to do basic algebra problems
- Advised students in non-academic and academic contexts individually and through group activities

## LEADERSHIP AND ACTIVITIES

**HAVOC, Member;** Clinton, NY

Fall 2020-Present

- Design, organize, and implement community volunteer initiatives available to the entire campus
- Promote social justice awareness through social media and poster campaigns
- Assist in the coordination of large-scale fundraising events, like the HAVOC Family Picnic, to benefit local organizations

**Hamilton College Orientation, Orientation Leader;** Clinton, NY

Fall 2021

- Organized itinerary, campgrounds, and supplies for a 4-day hiking trip to the Adirondacks
- Facilitated activities like swimming, cooking, and storytelling for 9 first-year students on trip
- Resolved conflict calmly between students arguing to promote a positive bonding experience

**Camp Laurel, Camp Advisor;** Mount Vernon, ME

Summer 2020

- Supervised outdoor activities like kayaking and rock climbing for a group of 15 8-year-old children
- Ensured that children abided by COVID precautions like wearing masks and social distancing

**Language Skills:** Fluent in reading, writing, and speaking Spanish

# Ruth Dalloway

18 Willow Road • Lawrenceville, NJ 08648 • 609-761-7587 • rdallowa@hamilton.edu

## EDUCATION

**Hamilton College**, Clinton, NY--*Bachelor of Arts degree* May 2022

*Majors:* Women's Studies; *Minors:* Communications and Hispanic Studies

*Cumulative GPA:* 3.62; *Dean's List:* Fall 2018, Spring 2019, Fall 2019

**Centro Universitario de Estudios Hispánicos de Hamilton College**, Madrid, Spain January 2021-May 2021

Semester-long immersion program conducted fully in Spanish focusing on Spanish culture, language, politics, and art.

## HONORS AND AFFILIATIONS

**National Association of Hispanic Journalists** *To ensure that people of color's voices are heard* 2021-Present

**The Posse Foundation Full-Tuition Scholarship** *For leadership and academic excellence in high school* 2018-2022

**The McKinney Prize in Public Speaking** *Topic: "The Inside Scoop: How the Media Exploits Minorities"* April 2019

## JOURNALISM EXPERIENCE

*Head News Editor, The Spectator*--Clinton, NY January 2019-Present

- Research and write one article per week on events in Clinton, NY; one was featured on Hamilton's website in February 2021
- Interview professors, townspeople, and local government officials to thoroughly fact-check stories
- Review 5-6 other articles per week to ensure that content is effective and accurate
- Meet with contributors weekly to discuss feedback and revisions to ultimately help them improve their writing/reporting skills

*Remote News Intern, CBS News*--New York, NY July 2021-August 2021

- Researched, wrote, and pitched stories about lifestyle advice, varying from great home workouts to DIY projects
- Reviewed and selected footage for weekend broadcasts in order to craft the most relatable content for a wide audience
- Performed clerical duties like typing transcripts to streamline the process of transferring the news to an online format

*Remote Student Correspondent, Lawrenceville Herald*--Lawrenceville, NJ May 2020-August 2020

- Drafted weekly articles about local school district happenings to present to the public in an engaging manner
- Conducted interviews with student clubs, sports teams, and faculty to report on student issues and accomplishments from a variety of different perspectives, especially in light of the COVID-19 pandemic
- Participated in weekly meetings over Zoom with editors and reporters, pitching story ideas, making revisions, and learning interview and research techniques

## PUBLIC SPEAKING EXPERIENCE

*Peer Tutor, Hamilton College Oral Communication Center*--Clinton, NY August 2020-Present

- Critique the presentation and public speaking skills of peers in 30min. appointment slots ~6 times per week over Zoom
- Coach fellow students on body language and vocal quality when presenting, always presenting feedback constructively

*Debater, Hamilton College Mock Trial*--Clinton, NY August 2019-March 2020

- Synthesized evidence from provided legal briefs and witness statements to craft a convincing case for both sides, anticipating and preparing against counterarguments
- Presented prosecution and defense 2 cases per year in front of a judge by acting as a key witness and responding to impromptu questions calmly and effectively

*Debate Tutor and Residential Advisor, Capitol Debate*--Lawrenceville, NJ June 2019-August 2019

- Coached 12 middle schoolers on researching facts and crafting effective arguments for public forum debate
- Encouraged students to support each other and build confidence through icebreaker activities and team-building exercises
- Supervised residential life by acting as a bridge between residents, facilities management, and camp staff members

# Sylvia Winchester

717-403-8595 ▪ 1140 Maple Avenue ▪ Lancaster, PA 17603 ▪ swinches@hamilton.edu

## EDUCATION

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**Hamilton College**, Clinton NY

May 2022

- Candidate for Bachelor of Arts: Economics Major, Russian Studies Minor
- Cumulative GPA: 3.85
- Dean's List: All Semesters

## FINANCE EXPERIENCE

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**Morgan Stanley**, New York, NY | *Private Wealth Management Intern (Remote)*

Summer 2021

- Authored analytic reports of daily stock activity and macroeconomic trends for the team's 6 traders
- Prepared investment proposal decks, account analyses, and portfolio performance reviews for clients to support high-quality client service
- Independently curated a 60-page, comprehensive manual on the intern role—including finance fundamentals, team culture, glossary of key terms, and how-to guides for intern tasks—to facilitate future interns' onboarding

**Fidelity Investments**, Boston, MA | *Private Equity Strategy Intern (Remote)*

Summer 2020

- Evaluated SaaS, education technology platforms based on user experience, technological capabilities, engagement quality, and market potential to inform my team's acquisition in the space
- Audited education technology markets to dissect the competitive landscape and discern our acquisition's potential
- Spearheaded business development roadmaps for applying our acquired technology to healthcare—including proposals for branding and demographic targeting—to optimize profitability of our acquisition

## ADDITIONAL EXPERIENCE

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**Hamilton College Alumni Office** | *Phonathon Caller*

Spring 2019-Present

- Contact 50 Hamilton College alumni per week to raise money for the "Because Hamilton" campaign
- Drafted original script in Fall 2017 emphasizing the urgency and importance of donating to Hamilton, resulting in 15% more money raised than average for Fall 2017 and ~20% more than average in subsequent semesters
- Share entertaining stories and answer questions from alumni about events and happenings at the college

**Hamilton College Student Assembly** | *Class Representative*

Fall 2019-Present

- Manage a team of 5 class representatives in Spring 2019 to successfully implement water fountains in all residential buildings by coordinating and negotiating with administrators about price and student need
- Organize yearly school-wide Town Hall with other SA members by recruiting administrators to speak about sexual assault, social life, etc., as well as facilitating small group activities to productively generate solutions
- Attend weekly meetings with students and administrators to discuss topics ranging from mental health to organization budgets

**Varsity Tutors**, Lancaster, PA | *Math Tutor*

Summer 2019

- Coached the same 10 middle-school students individually once a week in pre-algebra and basic geometry
- Created worksheets and practice problems to help explain concepts in different ways and reinforce skills learned
- Encouraged students to have confidence in their abilities by practicing positive reinforcement

## AWARDS, SKILLS, & EXTRACURRICULAR ACTIVITIES

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**Awards:** Fidelity Investments, *Intern of the Year Nomination*—Summer 2019

**Skills:** Proficient in R, Stata, Excel, PowerPoint, and Word

**Languages:** Advanced in Russian (reading, writing, and speaking)

**Extracurricular Activities:** Hamilton College Orchestra (cello)

**Hobbies:** Tennis, Gardening

# Phillip Miller

pmiller@hamilton.edu, (617) 927-0485  
94 Walnut Place, Brookline, MA 02445

Education	<b>Hamilton College</b> , Clinton, NY <i>Bachelor of Arts Degree</i> <b>Major:</b> Biology, <b>Minor:</b> Psychology, <b>GPA:</b> 3.6 <b>Relevant Courses:</b> Vertebrate Physiology, Systems Neuroscience, Community and Ecosystems Ecology, Ecological Physiology	May 2022
	<b>Rainforest, Reef, &amp; Cultural Ecology Program</b> , Cairns, Australia Conducted research on ecological factors impacting the Wet Tropics regions: <i>The Effects of Climate Change on El Nino Southern Oscillation and Migrating Humpback Whales</i>	Jan. 2021-May 2021
Research Experience	<b>Hamilton College Biology Department</b> , Clinton, NY <i>Senior Laboratory Researcher</i> <ul style="list-style-type: none"><li>• Research techniques to clone previously unidentified enzymes in the digestive system of rats</li><li>• Employ molecular techniques like PCR, Gel Electrophoresis, and Bacterial Transformation</li><li>• Perform computer-based sequence analysis to further understand enzymes' function</li><li>• Draft a 20-page dissertation and poster on the implications of replicating enzymes in the fields of research and medicine, especially for digestive disease</li></ul>	August 2021-Present
	<b>Hamilton College Biology Department</b> , Clinton, NY <i>Laboratory Researcher</i> <ul style="list-style-type: none"><li>• Transfected cells, created a stable line, and ran PCR and Western Blots to better understand the protein produced by TBh and TBhR in <i>Drosophila</i> cells</li><li>• Drafted a 10-page research paper and poster presentation about the implication of <i>Drosophila</i> cells on the nervous system of developing embryos</li></ul>	May 2019-August 2019
Collaborative Experience	<b>Hamilton College Club Soccer</b> , Clinton, NY <i>Senior Captain</i> <ul style="list-style-type: none"><li>• Assess players' technical abilities to build a roster maximizing players' strengths</li><li>• Facilitate 2 practices a week focused on improving player skills by developing training plans and designing activities to simulate gameplay</li><li>• Coordinate with opponents in the Northeast to schedule 3 weekend-long tournaments</li></ul>	August 2018-Present
	<b>Hamilton College Beekeeping Club</b> <i>Member</i> <ul style="list-style-type: none"><li>• Organized trips to hives, including allocating equipment and training new members on proper beekeeping practices and bee ecology</li><li>• Harvested honeycomb frames, then extracted and strained honey to be bottled</li><li>• Maintained a professional attitude in a high-stress environment</li></ul>	August 2018-May 2021
Skills	<b>Bioinformatic Software:</b> NCBI; MacVector; Vector NTI; Sequencher; ClustalW, BLAST	
Interests	Chess, World Cup Soccer, Hiking (Adirondacks)	

# Eliza Kaminski

6 Pine Lane - Rye, NY 10580  
ekaminsk@hamilton.edu - 914-425-9557

## EDUCATION

**Hamilton College, Bachelor of Arts** - Clinton, NY  
Major: Computer Science  
Minors: Math and Education

May 2023

## TECHNOLOGY EXPERIENCE

**Digital Humanities Initiative, Clinton, NY**

*Virtual Reality Program Developer*

August 2020–Present

- Research virtual reality capabilities in Unity to create immersive applications that will be implemented in college classes
- Developed a 3D recording of the Hamilton College Orchestra performing in Fall 2020 to help music students practice conducting
- Collaborate with a team of 4 other people to complete a virtual reality tutorial project demonstrating the capacity of VR to broaden sensory perception
- Facilitate DHi open lab nights by interacting with students and demonstrating VR projects to spark their enthusiasm for technology and programming

**Quickbase, Somerville, MA**

*Virtual Software Development Intern*

May 2021–August 2021

- Utilized Java React within the end user agile team to improve Kanban board features
- Coded organizational platform for major businesses like Walmart to improve their own internal structures by integrating the system within different branches
- Contributed to weekly Zoom meetings for company's strategic planning
- Maintained the strong client relationships necessary for company success

## TUTORING EXPERIENCE

**Hamilton College Quantitative and Symbolic Reasoning Center, Clinton, NY**

*Calculus I Tutor*

August 2020–Present

- Advise students on homework by employing questioning techniques to help students come to the correct answers on their own
- Create color-coded review packets with questions of varying difficulty levels for extra practice with integration and derivatives
- Exercise patience and enthusiasm when helping frustrated students with math problems

**Clinton Elementary School, Clinton, NY**

*Elementary Math Tutor*

January 2020–May 2020

- Tutored 3 elementary schoolers in a group session on pre-algebra for one hour every week in an online classroom setting
- Mediated conflict between elementary schoolers arguing about the correct answer by encouraging them to back up their reasoning
- Invented and implemented math games to keep kids engaged and boost their performance

## SOFTWARE SKILLS

*Programming Languages:* Java, Javascript, C/C++, Visual Basic, Vbscript, SML, Prolog, Lisp

*Technologies:* COM, ASP, CGI, and XML/XSL; MacOS, Windows and Linux operating systems

# JAIME GREENWOOD

198 College Hill Road / Clinton, NY 13323 / Mailbox 760 / jgreenwo@hamilton.edu / 872-821-9081

## EDUCATION

**Hamilton College, Clinton, N.Y.** -- *Bachelor of Arts Degree* May 2022  
Major: **Government**; Minor: **Africana Studies**  
Cumulative GPA: **3.43**  
Relevant Coursework: **Constitutional Law; The American Presidency; International Relations; The American Founding; Political Science Research Methods**

## LAW AND GOVERNMENT EXPERIENCE

**Department of Justice, Public Integrity Section, Washington, D.C.** January 2021-March 2021  
*Section Intern*

Analyzed case opening process and implemented new procedures to unify and streamline investigative processes. Assisted trial attorneys in preparing and organizing discovery, witness lists, and evidence for trials, sentencings, and other hearings. Conducted research in public corruption investigations by listening to witness interviews, sifting through correspondences, and assisting attorneys working on specific cases.

**Michael Wallas for US Congress, Waterbury, C.T.** May 2021-August 2021  
*Political Director*

Facilitated communication between campaign and community actors including individuals, organizations, Republican Town Committees, businesses, and other candidates. Increased following on social media accounts from 10k to 12k by strategically posting messages related to the campaigning process and photos with townspeople. Coordinated volunteers for phone banking, canvassing, and literature drops. Managed campaign calendar and booked all events on behalf of candidate. Planned and executed 10 fundraising events in 2 months.

**Kate Normandy for State Representative, Waterbury, C.T.** July 2019-August 2019  
*Voter Identifier and Campaign Assistant*

Spoke to over 500 voters over the phone in order to track electorate data and voter preferences. Analyzed data about voters by region in Microsoft Excel. Marketed candidate through canvassing, door knocking, literature drops, and polling place campaigns.

## LEADERSHIP EXPERIENCE

**Hamilton College Residential Life, Clinton, N.Y.** August 2019-Present  
*Resident Advisor*

Oversee 16 freshmen in a substance-free dorm, acting as a resource for students struggling with emotional, academic, or social problems. Serve as a liaison to Facilities Management, promptly notifying them of technical problems. Plan 5 programs per semester such as trivia nights, baking, and an evening of painting to facilitate bonding between residents and provide alternatives to drinking.

**Hamilton College Orientation, Clinton, N.Y.** August 2019  
*Adirondack Adventure Trip Leader*

Guided 9 first-years on a four-day backpacking trip through the Adirondack mountains, remaining attentive to their safety and comfort. Complied with wildlife safety rules, including checking the weather/ground conditions frequently, storing supplies correctly, and practicing Wilderness First Aid when necessary. Facilitated games and storytelling activities with the group to encourage bonding.

SKILLS: French (Intermediate)

INTERESTS: Backpacking (Adirondacks), Beekeeping, Crossword puzzles

## How to Use the Resume Rubric

This is a tool to help you critique your resume. A resume is “approvable” once all categories meet the Acceptable Level. We highly recommend meeting with a Peer Advisor after you self-review! *The Career Center reserves the right to withhold from employers any resume that does not meet approval standards.*

Category	Goal - 3	Acceptable - 2	Unacceptable - 1
Style & Appearance	<ul style="list-style-type: none"> <li>● Fills 1 page without crowding</li> <li>● Font size/style legible</li> <li>● No spelling/grammar errors</li> <li>● Consistent in formatting and order of information</li> </ul>	<ul style="list-style-type: none"> <li>● Crowded or does not fill page</li> <li>● Font size/style legible</li> <li>● Less than 2 formatting errors (to be corrected)</li> <li>● Mostly consistent order of information</li> </ul>	<ul style="list-style-type: none"> <li>● Significantly more or less than one page</li> <li>● Font is difficult to read</li> <li>● Many spelling/grammar errors</li> <li>● Incorrect order of information</li> <li>● Inappropriate margins</li> </ul>
Contact Information	<ul style="list-style-type: none"> <li>● One name, address, email and phone number</li> <li>● Name stands out</li> <li>● Professional email address</li> </ul>	<ul style="list-style-type: none"> <li>● Multiple addresses, emails and/or phone numbers</li> <li>● Name does not stand out</li> <li>● Email address is casual</li> </ul>	<ul style="list-style-type: none"> <li>● Name, address, email or phone number is left off</li> <li>● Email address is inappropriate or too casual</li> </ul>
Education Section	<ul style="list-style-type: none"> <li>● Reverse chronological order</li> <li>● Each institution includes name, location, and date</li> <li>● Degree is spelled out (Bachelor of Arts)</li> <li>● Major (if declared) is indicated</li> <li>● If listed, GPA in proper format</li> <li>● If included, study abroad, research, honors, and scholarships have dates and clarifying information</li> </ul>	<ul style="list-style-type: none"> <li>● Reverse chronological order</li> <li>● Each institution listed includes name, location, and date</li> <li>● Degree abbreviated (BA)</li> <li>● Major (if declared) is indicated</li> <li>● If listed, GPA in proper format</li> <li>● Relevant honors/scholarships listed but not described</li> </ul>	<ul style="list-style-type: none"> <li>● Reverse chronological not used</li> <li>● Entry is missing details (location, graduation years, etc.)</li> <li>● Incorrect or no degree listed</li> <li>● Missing declared major(s)</li> <li>● GPA incorrectly formatted, rounded up (if listed)</li> <li>● Relevant honors/scholarships exist but go unlisted</li> </ul>
Experience Section	<ul style="list-style-type: none"> <li>● Reverse chronological order</li> <li>● Correct tense is used</li> <li>● Entries list organization name, location, position title &amp; dates</li> <li>● Entries include at least one bullet description of major duties and skills performed or acquired</li> <li>● Bullets begin with a strong action verb</li> <li>● Bullets are accomplishment- focused, concise, direct, and indicate impact</li> <li>● Personal pronouns are omitted</li> </ul>	<ul style="list-style-type: none"> <li>● Two or fewer errors in reverse chronological order</li> <li>● Correct tense is used</li> <li>● Entries list organization name, location, position title &amp; dates</li> <li>● Entries includes at least one bullet description of major duties and skills performed or acquired</li> <li>● Bullets/descriptions begin with a strong action verb but are more task-focused than accomplishment-focused</li> <li>● Personal pronouns are omitted</li> </ul>	<ul style="list-style-type: none"> <li>● No reverse chronological order</li> <li>● Incorrect tense is used</li> <li>● Entries missing organization’s name, location, titles, or dates</li> <li>● No description of duties performed</li> <li>● Weak action verbs</li> <li>● Descriptions are wordy or vague</li> <li>● Irrelevant or outdated information is listed</li> <li>● Describes organization rather than role</li> <li>● Uses personal pronouns (I)</li> </ul>
Skills & Interests (optional)	<ul style="list-style-type: none"> <li>● Listings are concise</li> <li>● Level of proficiency is indicated</li> <li>● Interests are specific</li> </ul>	<ul style="list-style-type: none"> <li>● Listings are concise</li> <li>● Level of proficiency is indicated</li> </ul>	<ul style="list-style-type: none"> <li>● No proficiency indicated</li> <li>● Interests are vague</li> </ul>
Targeting  Further specific organization expected as student advances in career search process	<ul style="list-style-type: none"> <li>● Experiences most relevant to the desired position are grouped together and appear on upper half of document (may require the addition of a new section title)</li> <li>● Language is relevant to and shows knowledge of audience/industry</li> </ul>	<ul style="list-style-type: none"> <li>● Resume could be more focused</li> <li>● Relevant experiences are organized together, but appear on the bottom half of the page</li> </ul>	<ul style="list-style-type: none"> <li>● Experiences related to desired position are not highlighted or grouped together. Related experiences may be in “Activities” section or not mentioned</li> <li>● Most relevant information does not appear on the upper half of document</li> </ul>

**\*Remember, a resume is a living document!\***

**\*\*Update it and have it critiqued at least once a year!\*\***