

STILL DECIDING

Step-by-Step Resume & Cover Letter Guide

Fall 2020 – Spring 2021



A resume is a document that articulates a candidate's most relevant and recent experiences to a potential employer or graduate/professional school program.

The strongest resumes are targeted for a specific opportunity and focus on a candidate's key credentials, skills,

The header includes your basic contact information:

First and Last Name (*what you prefer to be called – not your legal name*)

Address (*this can be your home or school address –*

This section will come first for college students and recent graduates. It typically includes the following:

Institution Names, City, State, and Country (if outside the United States)

Expected date of graduation

Majors and minors

Type of degree – Bachelor of Arts or Bachelor of Science

GPA and Honors (optional)

- Cumulative GPAs of 3.0 or higher should always be included
- If your Cumulative GPA is not over a 3.0, check your major GPA

Study Abroad

| | |
|----------------------------|-----------|
| Saratoga Springs, NY | May 2024 |
| Bachelor of Arts Candidate | |
| Saratoga Springs, NY | June 2020 |
| IB Diploma; Highest Honors | |

Note: High School is kept on a resume through second semester sophomore year.

| | |
|--|----------|
| Saratoga Springs, NY | May 2024 |
| Bachelor of Arts in Chemistry, minor in Anthropology | |
| Overall GPA: 3.65, Major GPA: 3.45 | |

| | |
|---|-------------|
| Saratoga Springs, NY | May 2021 |
| Bachelor of Science in Management and Business and Economics (Double Major) | |
| Overall GPA: 3.3 | |
| Kings College, London, United Kingdom | Spring 2020 |
| European Financial Systems | |

Content can come from anywhere – it's all about how you present the information.



Co-Curricular Activities
Collaborative Research
Experience
Internships
Job Shadowing
Jobs

Leadership Activities
On-Campus Employment
Projects from Classes
Relevant Coursework
Volunteering

Title (your title, or the title of the class/project)
Organization (who you worked for, or the institution)
Location (city, state or city, country)
Dates
Bulleted action statements

- These describe the specific actions you performed and the skills you gained.

A bullet should include a description of what you did, with supporting examples
Start with an action verb (see the "Skills List" at the end of the guide for ideas). Avoid passive verbs, like "assisted, watched"
If the experience is complete, use past tense. If it is ongoing, use present tense
Quantify activities wherever possible. "Managed 50 students" is eye-catching
Do not repeat verbs in consecutive bullet points

Poor: Customer Service

Better: Provided customer service for clients

Best: Resolved consumer problems, explained services and policies, and communicated knowledge of financial planning, resulting in greater customer satisfaction

Ayco Company, Saratoga Springs, NY

Spring 2020

Researched client leads in areas including income taxes, employee benefits, wealth transfer planning and insurance in the Family Division; composed and presented case briefings to Vice Presidents
Organized and compiled charitable donation files to prepare for annual tax filings
Updated confidential client net-worth summaries using MS Excel

Skidmore College, Saratoga Springs, NY

Fall 2019

Developed executive presentation in simulation to increase Patagonia Provisions revenue by \$20 million, while decreasing carbon footprint by 10%, by 2025
Conducted SWOT analysis and analyzed financial statements to identify points of improvement
Brainstormed solutions and projected financial feasibility
Synthesized findings into concise 20 minute presentation delivered to panel of guest executives

Developed
Planned
Organized
Executed
Supervised
Assigned
Directed
Coordinated
Analyzed
Prioritized
Delegated
Recommend
Evaluated
Administered
Produced

Influenced
Persuaded
Helped
Directed
Motivated
Reasoned
Developed
Recruited
Created
Negotiated
Liaised
Arranged
Mediated
Reconciled
Write
Interpreted

Calculated
Computed
Planned
Managed
Budgeted
Solved
Accounted
Audited
Appraised
Researched
Analyzed
Prepared
Detailed
Accuracy
Allocated
Administered
Quantified
Developed

Related
Guided
Led
Referred
Rendered
Attended
Cared
Sensitivity
Listened
Advocated
Spoke
Directed
Perceived

Accommodated
Accomplished
Accounted
Acquired
Acted
Adapted
Addressed
Adjusted
Administered
Advertised
Advocated
Allocated
Analyzed
Anticipated
Appraised
Approved
Arranged
Assembled
Assessed
Assigned
Assisted
Audited

Contracted
Contributed
Controlled
Cooperated
Coordinated
Corresponded
Created
Critiqued

Dealt
Debated

Dec0.0000e0912 0 612 792 reWñBT/F1 11.04 Tf1 0 0 1 151.22 550.18 Tm0 g0 G1 11 0 1 151.22 671.14

Balanced
Bargained
Built
Brainstormed
Budgeted

Calculated
Catalogued
Catered
Changed
Classified
Coached
Collaborated
Collected
Combined
Communicated
Compared
Completed
Composed
Computed
Conceived
Conceptualized
Conducted
Confronted
Constructed
Contacted

The skills section is reserved for hard skills you may have, including:

- Computer proficiencies and programming
- Languages
- Technical skills
- Lab techniques
- Certifications

Try not to include soft skills, such as teamwork, organization, communication, etc. These skills are better demonstrated through the bulleted action statements in the experience sections.

Proficiencies should be included for Computer and Language skills:

Basic, Proficient, Advanced, Fluent, Bilingual, Trilingual, etc.
Basic, Proficient, Advanced

Advanced MS Office, Proficient in Adobe Creative Suite, Basic HTML and JAVA
Fluent in French, Basic German
12 Years of Competitive Alpine Skiing, CPR and Wilderness First Aid Certified (June 2020)

Proficient in Spanish and German, Advanced MS Word, Proficient in MS Excel, STATA, SPSS, Basic Adobe Creative Suite

Take a look at your syllabus from classes; often, it will include the names of technical skills and software you learned in the class. Examples of this could include:

- | | |
|--------|-------------------------------------|
| GIS | Adobe Creative Suite |
| HTML | Laboratory techniques and equipment |
| JAVA | STATA |
| C++ | SPSS |
| Python | MATLAB |

815 North Broadway
Saratoga Springs, NY 12866

518-580-5000
lscibner@skidmore.edu

Saratoga Springs, NY
Bachelor of Arts in Sociology, Minors in Classics and Spanish
Overall GPA: 3.68, Major GPA: 3.89; Deans List (Fall 2017 – Spring 2018)

May 2021

Skidmore in London, London, United Kingdom

Spring 2020

Skidmore College, Saratoga Springs, NY
Develop and maintain club's website, use to educate the community and publicize educate t642 0 612 7Tm0 g0 G()JTJE

Fall 2018 – Present

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|--|-------------------------------------|-------------|
| Saratoga Spring, NY Bachelor of Arts in American Studies Cumulated GPA: 3.93 | | May 2021 |
| | University of Trier, Trier, Germany | Spring 2019 |
| Washington, DC: Washington Semester in American Politics | | Fall 2018 |
| | Washington, DC | Summer 2020 |

Your Name
Your Address
Your City, State ZIP CODE
Your Phone Number
Your Email

Date

Name
Title
Organization's Address
City, State ZIP CODE

Dear NAME,

The first paragraph states why you are writing and to which position you are applying. Include the name of a mutual contact if you have one, or how you heard about the position. Tailor your letter to the organization. *Avoid starting with "My name is Lucy Scribner and I will be graduating from Skidmore College in May" – this information can be found on your resume. State why you are interested in the specific position and organization. This paragraph should be short!*

These paragraphs give you the opportunity to explain why you are qualified for the position and how you may enhance the company. Make connections between your abilities and their needs. Be concise.

Review the job description and create a list of skills the employer required

Look at your resume and write down examples from your background that demonstrate you have those skills, Make sure you clarify the connection!

