

# Upperclassmen Resume Guide

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**fj**  
**ffj fk**  
**fh**  
**jfb      j**  
**ffii fb    s ffk**

# Resume Guide

The goal of resume is to showcase your strongest skills first, to get the reader's attention, and to encourage them to keep reading further. The required sections are:

## Header:

- Name  
Font Size: 20 Font: Garamond
- Contact information  
Wabash Email, Phone Number  
Font Size: 12 Font: Garamond
- LinkedIn URL  
For more information see LinkedIn Guide

## Profile:

- Highlight the biggest selling points. 3 lines max - This is your opportunity to describe yourself and the qualities and skills that you bring to role – but in your own words. This is your big: “This is me” statement. Make it count.
- Font Size: 12 Font: Garamond
- The section title “**F ft fh**” will be bolded but everything else will be regular

## Education:

- Details of the formal educational experiences. Include Minor(s), GPA
- Font Size: 12 Font: Garamond
- **j ftfk** and the form of education (i.e.: **fhfhb** or **fh fffj**) are the only things bolded
- **fhfh fh** List of programs, files formats, software, hardware, foreign languages, or other skill that you have that will make you stand out as bring unique for the role
- **fhj ft s ft** List names of courses that are relevant to the position – this shows formal training and education in understanding topics, programs, skills, and helps to align your abilities

## Professional Experience:

- Details of relevant experiences
- Font Size: 12 Font: Garamond
- **F ft ftfk fhfk** and every **ft fh** (i.e.: **ft fhj** or **fhj fh**) are the only things bolded

## Extracurricular Experience:

- Everything that is not pertaining to academics or professional experience should come in this section. Details on training, campus/community involvement, technical skills, volunteer works, language skills.
- Font Size: 12 Font: Garamond
- **F ft ftfk ft ffj fhj** and every **ft fh** (i.e.: **ft fhj** or **fhj fh**) are the only things bolded

## Margins:

- 0.7”/0.5” for Upperclassmen.

## Font:

- Garamond. Resume Management Systems that many organizations use do not process graphics: avoid graphics, lines or italics. Email address and LinkedIn URL must not be hyperlinked. Dates should be right aligned.

# Professional Experience(s) Section:

Only include specific results-oriented information (“accomplishments”) that will interest the reader, not every experience. Quantify wherever possible. Bullets must start with action verbs related to skills learned/developed and should answer “Why?” and/or “How?”  
DO NOT simply list job duties.

## Example of job duty:

- “Assisted with classroom activities for music students”

## 3 Examples of Accomplishments

- Exposed students to meaningful musical experiences (WHY?) to enhance their social and academic development (Note: Specifics about experiences and development needed)
- Enhanced students’ social and academic development (HOW?) by exposing them to meaningful musical experiences (Note: Specifics needed)
- Created an interactive learning environment (HOW?) through creative drills and skills practices (WHY?) to increase engagement (again, specifics needed)

# Extracurricular Experience Section:

- Every entry must have at least one sentence explaining the role.
- You are telling a story – be as specific as possible. DO NOT just list activities/positions/programs/immersion experiences.
- **Extracurricular** can be a separate section depending on proficiency and relevance with the applied position. It should go right after **Work Experience** in such a case, otherwise keep it under **Work Experience**.

Remember, consistency is the key!

# List of Action Verbs Based on Skills

## Management Skills:

Administered, analyzed, assigned, attained, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, improved, increased, organized, oversaw, planned, prioritized, produced, reviewed, scheduled, strengthened, supervised

## Creative Skills:

Acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, revitalized, shaped

## Helping Skills:

Assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

## Communication Skills:

Addressed, arbitrated, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, facilitated, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited

## Research Skills:

Clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized

## Clerical or Detail Skills:

Approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated

## Financial Skills:

Administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched

## Technical Skills:

Assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, overhauled, programmed, remodeled, repaired, solved, upgraded

## Teaching Skills:

Adapted, advised, clarified, coached, communicated, coordinated, developed, enabled, encouraged, evaluated, facilitated, guided, informed, instructed, persuaded, stimulated, trained

## More Accomplishments:

Achieved, expanded, improved, reduced, resolved, restored, spearheaded, transformed

# Professional Experience: How to Write Detailed Descriptions

## *BAD Example*

**j f f t f k      f t f h j**

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Catalogued inventory
- Part of a team that developed new resumes
- Went through resumes of students to find out problems

## *DECENT Example*

**j f f t f k      f t f h j**

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Organized inventory
- Developed new resume templates for freshmen and upperclassmen
- Scrutinized resumes of rising seniors and juniors

## *IMPRESSIVE Example*

**j f f t f k      f t f h j**

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Scrutinized resumes of 176 rising seniors and juniors to formulate strategies for group and individual sessions on resume writing and career development ✓
- Created a new career development guide that contains 2 resume templates for freshmen and upperclassmen, an overview of the interview process, & guidelines for using LinkedIn effectively ✓
- Organized inventory of 3 areas to increase efficiency ✓

## The Wabash Format

On the next five pages are examples of the Wabash Format for your resume. Each is tailored to a specific role/function/industry. Why do we have a Wabash Format? Because our formats work – we have 20 years of outstanding outcomes that prove that it works! Use this as an example to build out your resume. Follow the formatting, the bolding and the bullet points and you will have your resume ready to go in no time. You can also find a Word Template for the General Example on Handshake under Resources.

Then, you can send it to [career@wabash.edu](mailto:career@wabash.edu) and we will look at it for you and provide you feedback. Send it to us as a Word document. If you would like to talk to someone, you can also call us or set-up an appointment on Handshake - and we can help you out. The number to call is: 765-361-6414.

| | □

## PROFILE

### EDUCATION

B.A. Superheroism  
Minors: French and Classics  
Study Abroad

#### Research Project:

*The National Society of Existential Thought*

#### Coursework

### INTERNSHIP

Kryptonite Destruction Technician/Writer

□

- □
- 
- 

*LuthorLinks*

### EXPERIENCE

Mild-Mannered Reporter

*The Bachelor*

- 
- 

*The DePauw Daily Planet*

Superhero

- 
- 

Additional Experience

### EXTRACURRICULAR EXPERIENCE

Founder,

- Rush Chairman,
- Social Chair,

Forward,

Computer/Technical Skills:

Languages:

Volunteer,

**F**

Technology oriented individual with a foundation of business knowledge. A sound track-record of partaking in effective leadership and collaborative actions. Critical and analytic skills developed through inter-disciplinary experiences.

**ffjfb** Wabash College GPA: 3.6/4.0

May 2020

Minors: only include if relevant to person hiring; if not, add another bullet to experience

Experienced with Mathematica, Excel, VBA, Java, SQL, PHP, PowerPoint; Intermediate knowledge of Stata and R

**F****F**

**ffj fk fh j fh jft ffk**

Summer 2017

Center for Innovation, Business and Entrepreneurship, Wabash College, Crawfordsville, IN

- Developed and presented a business plan to a group of investors for an innovative app solution that addressed the issue of online food orders as part of a 5-person team
- Created 4 Microsoft Excel models to project values on income, balance, and cash flow statements
- Analyzed cases on marketing, social media, franchises, and performed opportunity analysis for 2 start-up ventures
- Completed intensive financial immersion covering financial reporting documents, valuations, and income projections

**ffk fk fh fh ffj fk**

Summer 2017

Federal Reserve Bank of Chicago, Chicago, IL

- Analyzed annual budgets of over \$1 million for 3 government entities and advised on utilizing finances
- Conducted secondary research on 4 major mobile payment companies in a 6-person team
- Studied financial statements, customer feedback, and investors' opinions to present a team project to Market Research Manager and Vice President of Financial Services

**ffjfb fk jft**

September 2016 - Present

Montgomery County Free Clinic, Crawfordsville, IN

- Facilitate conversation between healthcare professionals and patients, and translate documents
- Interpret sensitive information about symptoms and medication to patients, and keep track of patients' details

**F****ffft**

August 2016 - Present

Wabash College Career Services, Crawfordsville, IN

- Assist students with career related advice and opportunities
- Plan, organize, and implement weekly events for students' professional development

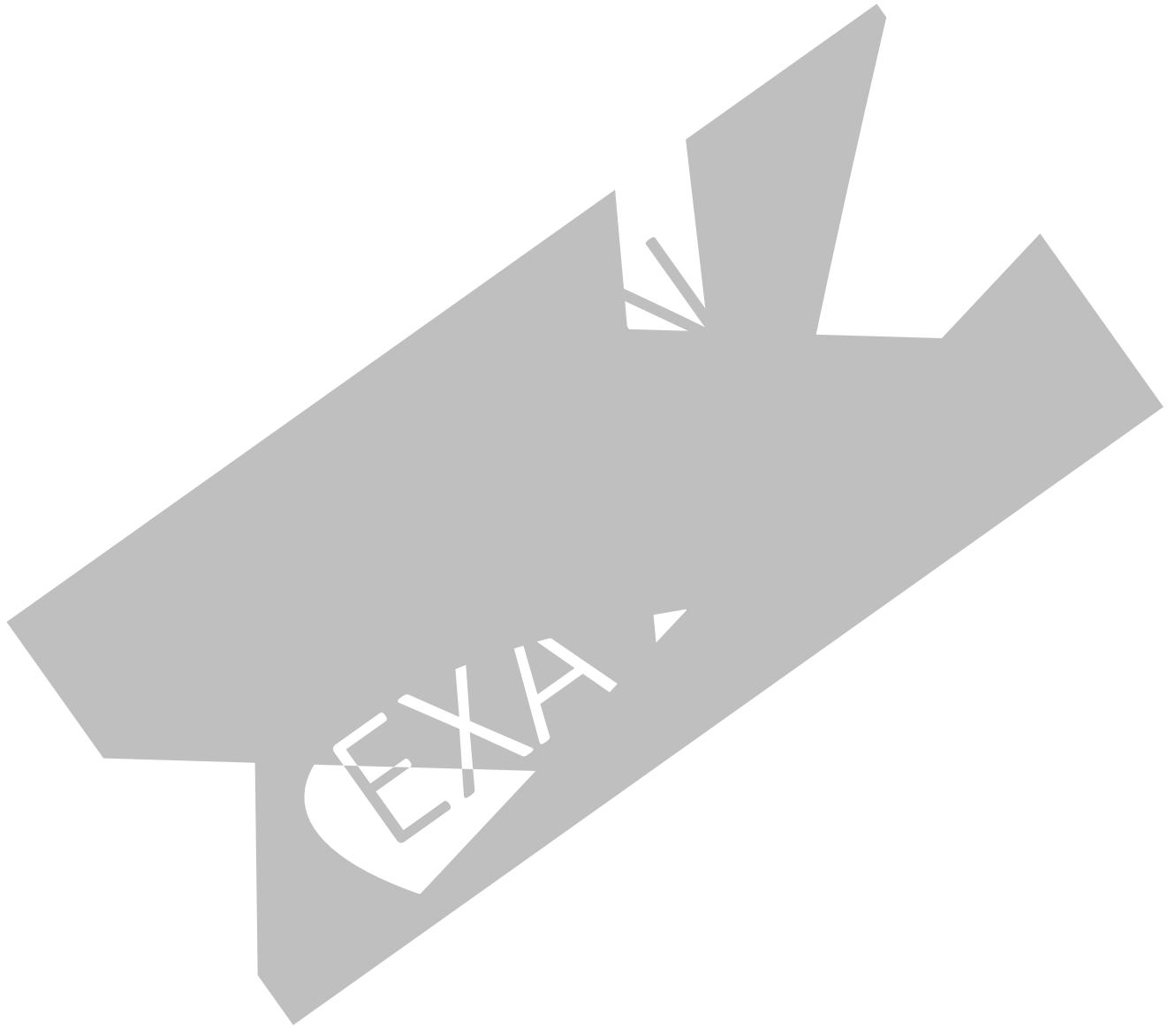
**F**

**jffk j fk** Crawfordsville Parks and Recreation Department Analyzed current practices and trends, presented new marketing approach to advertising campaigns

**j ffk** Wabash College Soccer Team. Led the team to its first ever Division 3 regional championship victory  
**j fh** . Published weekly articles on a wide array of campus-related topics, conducted campus-wide interviews; produced an award-winning college newspaper for 2 consecutive years with a 6-member team

**ft ffj** Eagle Scout. Volunteered 150 hours of community service as part of Boy Scouts of America

**fk fh** Proficient in Spanish, conversational in French





# Arthur R. Baxter

301 W. Wabash Ave, Crawfordsville, IN 47933  
arbaxter19@wabash.edu | 765.555.5555 | www.linkedin.com/in/arbaxter



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ft s ft Economic Excel, Probability, Statistics, Calculus I, Public Speaking, Constitutional Law  
ftftft : for student journalism (awarded twice)

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F F  
fbft flj ft ft ffj flj fb ft s ft fh fk fhfk

- Lead a team of 14 Peer Career Advisors (PCAs) and guide students individually on career-related opportunities
- Manage the work schedule and keep track of corresponding annual earnings of all PCAs totaling over \$80,000
- Created and monitored 3 employer databases incorporating 4-year data for college records in Excel  
fh ft fhjst fth ft fthftfh
- Wrote 5 grant requests and developed a comprehensive annual fundraising plan worth \$250,000
- Raised over \$83,000 successfully in the first quarter and set a new goal to raise over \$300,000 by year's end
- Arranged 3 legal clinics and provided 1-on-1 advice to 75+ clients on how to successfully file a lawsuit

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- Drafted and proofread contractual agreement forms to confirm contracts with 5 local clients
- Calculated 7-year wages, transportation trends, and employment opportunities for 52 Midwestern counties
- Revamped the city's Adult Learning program to provide long-term competitive strategies with a team of 4  
ffk fk fh fffjf fthfk ft ffj s ft fh fk fhfk
- Developed an Excel financial model, with a team of 4, analyzing potential operations and savings costs for Wabash College as a result of joining an off-site employer health clinic; presented findings to a 4-judge panel  
fh ffk fk ffj flj F ft ffj fk fhfk ft fh fk fhfk
- Performed financial statement and business analysis for a 5-team member project
- Placed 1<sup>st</sup> in business related case competition examining best practice research models

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F  
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- Serve as a voice of multiple groups on campus and advance concerns to the wider campus body  
F s ft fhjst fb ft s ft fh fk fhfk
- Oversee a budget of \$5000 per semester and organize 40+ law-related events and activities in a school year  
st s fb ft s ft fh fk fhfk
- Produced a statewide award-winning newspaper for 2 consecutive years with a team of 6 editors  
fb ffjt st fk F fh fh ft fb ft s ft fh fk fhfk

Facilitate and mediate community conversations on matters ranging from domestic violence to mental health



## EDUCATION

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**Wabash College**

*Bachelor of Arts in Chemistry*

**National University of Singapore** *Wabash Summer Session in Singapore*

**Hometown High School,**  
**Awards and Honors**

*Diploma*

## EXPERIENCE

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**Wabash College, Nanotube Lab** *Researcher:*

*research pending*

*publication on*

**Yale Center for British Art** *Student Assistant to Director of Research:*

**Jet Propulsion Laboratory - National Aeronautics and Space Administration**  
*Software Engineering and Knowledge Management Intern:*

## ACTIVITIES AND LEADERSHIP

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**Science and Math Achiever Team,** *Mentor, Day-Coordinator (20XX), Treasurer (20XX):*

**Wabash Scientific Club** *Feature and News Staff Writer:*

*the Grand Design (2010)*

**Q Magazine** *Business Associate:*

**Student Senate** *Student Delegate*

## SKILLS

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**Languages:**

**Computer Software**

**Laboratory:**