

# RESUME WRITING GUIDELINES

MACALESTER COLLEGE



CAREER DEVELOPMENT CENTER

Kagin Commons • 1600 Grand Avenue • St. Paul, MN 55105 • (651) 696-6384 • [cdc@macalester.edu](mailto:cdc@macalester.edu)

## RESUME OVERVIEW

### ***WHAT IS A RESUME?***

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A **resume** is a ONE PAGE summary, highlighting your skills, education, and experience. Written for employers, its purpose is to convince the reader that you have the qualifications necessary to fulfill the needs of the posted opening. A **curriculum vitae**, or CV, provides a more detailed description of academic achievements and experiences. A CV is often submitted when applying for graduate school admission or graduate assistantships. While a resume often describes job experiences and skills in a short, concise format, a CV is slightly longer (2-4 pages) and emphasizes academic achievements, publications, research, awards, and teaching experience.

### ***WHEN IS A RESUME NEEDED?***

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There are several steps in the job search process. Note that writing an effective resume is easier when the first three steps in this process are completed. Many students begin at step four, thus making their task more difficult.

1. **WHAT ARE MY SKILLS/INTERESTS/VALUES/EXPERIENCES?** Self assessment helps you take an objective look at your qualifications.
2. **WHAT ARE MY OPTIONS?** Your academic career is underway. Next, identify job, field, industry and graduate school possibilities within your major field.
3. **BEGIN COMPANY RESEARCH.** Identify relevant companies and organizations with job openings.
4. **WRITE YOUR RESUME AND COVER LETTER.** Produce correspondence that will encourage employers to pursue an interview.
5. **DEVELOP AND HONE YOUR INTERVIEWING SKILLS.** Practice talking about your skills and experiences in person. Ideally your excellent written materials will be followed by a great in-person meeting.
6. **FOLLOW-UP!!** Send thank you letters immediately following your interview. Stay in touch with company personnel in upcoming weeks.

### ***WHERE SHOULD I BEGIN?***

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- Look at *samples*. Pay attention to what you find appealing and impressive and how others describe their skills and experience.
- Complete a *skills assessment*. Your resume should clearly reflect your top skills. See page 3 (action verbs) to find descriptive words to describe your skills.
- Compile your *work history*. List the names of employers, title of jobs, locations (city and state), dates worked and a brief overview of your duties. You will refer to this often when writing your resume.
- Read the *job description* of the position for which you are applying. Try to reflect that language in your resume and highlight aspects of past jobs that are most applicable to the posted opening.
- *Sit down and write!* Don't edit or wordsmith until you complete your first copy. Remember, it is a rough draft and your initial attempt does not need to be a literary masterpiece.
- *Visit the Career Development Center!* Our staff will give feedback and make suggestions for revisions. Make an appointment or visit during our walk-in hours.

# RESUME COMPONENTS

## Identification

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Include name, email, telephone number, and current address. Add a permanent address (parents) if you expect to move within the next six months or if you are job searching in that area.

## Education

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Include name and location of university, degree and expected graduation date, major, minor, and GPA (if over 3.0). Also include study abroad experiences, but leave off high school information unless you are a first or second year student or are job searching in your hometown. Including relevant coursework is also an option, but limit to 3-6 courses that are related to the job you are applying for.

## Experience

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If you have had several jobs, consider categorizing the most relevant jobs under a separate heading (Related Experience). Use action verb phrases and bullet format to highlight job responsibilities and skills. Do not hesitate to include “student jobs” (retail, food service, etc) to demonstrate work ethic and teamwork. It is also appropriate to include work that you were not paid for, but still gained valuable experience.

## Activities & Leadership

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This section will reflect extracurricular activities such as student organizations, athletics, and campus events. List any leadership or elected positions.

## Skills

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Include technical/computer skills, fluency or proficiency in another language, lab or special equipment expertise, or certifications (CPR) and licensures that are relevant to the position you are applying for.

### Additional Headings to Consider:

## Objective

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This is a brief statement which summarizes your career goals and informs the reader of the position you are applying for and the skills you have to offer.

## Honors

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List honors, academic awards, and scholarships that you have received.

## Community/Volunteer Service

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Involvement with community organizations or events should be highlighted.

## Publications & Presentations

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List any published materials that you have written or co-authored or relevant presentations you have conducted.

## Professional Organizations

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Include membership information and list any offices you have held within the organization.

**ACTION VERBS FOR DESCRIPTIVE BULLETS**

Academic, Educational and Research	streamline	generate	create
Artistic and Creative	structure	govern	define
arrange	utilize	guide	demonstrate
assemble	write	handle	design
author	Management and Leadership	hire	determine
build	accomplish	implement	develop
chart	activate	improve	devise
co-author	adapt	inaugurate	diagram
conceive	address	increase	direct
conceptualize	administer	initiate	discover
construct	advise	innovate	distribute
contract	affect	instruct	document
convert	allocate	interview	draft
create	amend	institute	earn
cultivate	amplify	launch	edit
design	analyze	lead	engineer
develop	appoint	manage	enhance
devise	approve	monitor	estimate
diagram	arbitrate	motivate	evaluate
draft	arrange	negotiate	examine
engineer	assemble	organize	explain
enhance	assess	originate	explore
enlarge	attain	overhaul	extract
form	attract	pioneer	formalize
formulate	authorize	plan	formulate
generate	award	preside	find
improve	broaden	program	frame
improvise	budget	prompt	gather
innovate	build	propose	generate
inspire	change	recommend	identify
install	conclude	recruit	inform
invent	conduct	shape	instruct
originate	control	strategize	interpret
overhaul	convince	supervise	introduce
perceive	coordinate	train	invent
perform	counsel	achieve	investigate
pinpoint	create	acquire	originate
pioneer	delegate	address	perceive
plan	demonstrate	analyze	present
produce	determine	assess	produce
publish	develop	assist	prove
purchase	devise	author	publish
redesign	direct	avail	report
reduce	employ	calculate	research
refine	encourage	chart	review
reorganize	enforce	co-author	revise
replace	enhance	collaborate	solve
restore	enlarge	collect	study
restructure	establish	compile	survey
revamp	examine	compute	teach
revise	execute	conceive	test
revitalize	expedite	conceptualize	translate
revitalize	explain	conclude	tutor
shape	facilitate	condense	write
stage	form	contribute	accomplish
		correct	actuate

adapt  
anticipate  
appraise  
assemble  
attain  
attract  
authorize  
budget  
build  
centralize  
chart  
combine  
conceive  
conceptualize  
condense  
conduct  
consolidate  
construct  
contract  
coordinate  
create  
decentralize  
design  
determine  
develop  
devise  
direct  
discover  
engineer  
enhance  
enlarge  
establish  
expedite  
extend  
fortify  
generate  
implement  
improve  
inaugurate  
incorporate  
increase  
incur  
inform  
initiate  
innovate  
install  
interpret  
introduce  
institute

invent  
launch  
localize  
market  
modify  
negotiate  
operate  
organize  
originate  
overhaul  
pioneer  
plan  
prepare  
present  
procure  
produce  
program  
promote  
publicize  
regulate  
reorganize  
replace  
resolve  
restore  
restructure  
revamp  
revise  
revitalize  
salvage  
save  
sell  
streamline  
structure  
supply  
systematize  
Technical  
accelerate  
adapt  
analyze  
audit  
augment  
automate  
balance  
calculate  
centralize  
chart  
collect  
compile  
compute

consolidate  
control  
decrease  
define  
design  
determine  
develop  
devise  
diagram  
engineer  
estimate  
evaluate  
examine  
forecast  
formulate  
generate  
interface  
minimize  
plan  
prepare  
process  
program  
promote  
redesign  
reorganize  
research  
simplify  
solve  
survey  
trace  
translate  
write  
affect  
amplify  
anticipate  
assist  
assume  
attain  
augment  
automate  
avail  
broaden  
challenge  
change  
clarify  
collaborate  
conceive  
conceptualize  
conclude

conduct  
contribute  
coordinate  
create  
determine  
develop  
devise  
discover  
earn  
encourage  
enhance  
enrich  
explain  
facilitate  
fulfill  
gain  
identify  
implement  
improve  
incur  
instill  
investigate  
locate  
maintain  
nurture  
obtain  
operate  
perceive  
pinpoint  
prepare  
prompt  
relate  
represent  
resolve  
review  
schedule  
serve  
stimulate  
suggest  
support  
utilize

Include GPA if over 3.0

## SAMPLE: SOCIAL SCIENCES/EDUCATION

### John Dough

1600 Grand Avenue, Saint Paul, MN 55105 • (651) 696-6777 • [jdough@hotmail.com](mailto:jdough@hotmail.com)

#### Education

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**Macalester College, Saint Paul, MN**

Expected Graduation: May 2009

Bachelor of Arts, GPA 3.5/4.0

- Major: Sociology
- Minor: Educational Studies

Include study abroad, but leave off high school information unless you are a first or second year student

**Semester Abroad, Santiago, Chile**

Spring 2007

*Coursework taught entirely in Spanish, participated in home stay*

#### Work Experience

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**Lakeside Elementary School, Saint Paul, MN**

September 2007-Present

*Classroom Assistant*

- Support teachers and staff with record keeping and filing
- Help foster development of students by incorporating experiential education into the curriculum
- Provide academic and personal support for students in and out of the classroom on an individual basis

**Macalester Residential Life, Saint Paul, MN**

Fall 2007

*Office Assistant*

- Organized documents and correspondence, greeted students, and answered and directed phone calls
- Planned and attended several residence hall events

**Planned Parenthood, Minneapolis, MN**

Fall 2007

*Volunteer Services Intern*

- Created system for archiving and tracking out-dated materials and records
- Researched recruitment outlets, determined requirements and costs, developed recommendations for targeted recruitment efforts

• Include name of organization, dates, location  
• Highlight relevant skills

**Journeys Summer Program, Madison, CT**

Summer 2006

*Teacher and Residential Assistant*

- Supervised and lived with 14 students for six weeks at the summer learning program
- Developed curriculum for "Coastal Journeys," a mini-course on coastal biology
- Taught "Beginning Photography" class to seventh and eighth grade students

#### Activities

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- Civic Engagement Center, *Leader in Service*
- Macalester College Admissions Office, *Volunteer Tour Guide*
- Ultimate Frisbee Team, *Captain*
- Sociology Club, *Vice-President*

Include computer, language, & technical skills

#### Skills

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**Language:** Fluent in Spanish, conversational in German

**Computer:** Microsoft Word, Excel, PowerPoint, Dreamweaver, Paint Shop Pro, SPSS

## SAMPLE: FIRST YEAR STUDENT

### JANICE J. DÖ

jdo@hotmail.com  
1600 Grand Avenue  
Saint Paul, MN 55105  
(651) 555-5555

**OBJECTIVE :** (insert)

#### EDUCATION:

**Macalester College**, Saint Paul, MN

Expected Major: Psychology

Expected Minor: International Studies

*Relevant Coursework:* Research Methods, Statistics, Developmental Psychology

Bachelor of Arts Degree Expected May 2010

Include relevant coursework to demonstrate knowledge and interests related to the position

**West High School**, Saint Cloud, MN

GPA: 3.9

Honor Roll 2005-2007

Graduated June 2007

#### EXPERIENCE

**Macalester College Career Development Center**, Saint Paul, MN

*Career Assistant*

September 2007 - Present

- Assist students with career research and exploration activities
- Provide students with information related to major and career choices
- Design and create promotional materials to advertise services of the office

**Amy's Deli**, Saint Cloud, MN

*Cashier/ Server*

Operated cash register, answered phone, greeted customers

Served food and beverages to customers in a fast-paced environment

May - August 2007

**Camp Northwood**, Monticello, MN

*Counselor*

Assisted staff at Arts & Crafts station with teaching, clean-up and inventory

Organized and led activities for children ages 7-14

May - July 2006

#### LEADERSHIP

**Student Government**, West High School, Saint Cloud, MN

*Class President*

September 2006 - May 2007

- Directed and organized weekly student government meetings, planned student events

#### EXTRACURRICULAR AND VOLUNTEER ACTIVITIES

Asian Student Alliance, Knight Moves Chess Club, Intramural Volleyball, Mock Trial

#### SKILLS

**Language:** Spanish Fluency

**Computer:** Microsoft Word, Excel & PowerPoint

## SAMPLE: SCIENCE/MATH

### Juan R. Physicist

1600 Grand Avenue St. Paul, MN 55105 • (612) 888-8888 • [prphys@macalester.edu](mailto:prphys@macalester.edu)

#### EDUCATION

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Macalester College, St. Paul, MN

Bachelor of Arts degree expected May 2008

Majors: Physics and Mathematics, Minor: Statistics

GPA: 3.35/4.0

#### RELATED EXPERIENCE

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Macalester College, St. Paul, MN

*Research Assistant, Physics Department*

May 2007 – Present

- Deposit hydrogenated amorphous silicon-germanium using dc sputtering for use in thin film solar cells
- Examine the photoconductivity properties of various samples of hydrogenated amorphous silicon-germanium using LabView compatible data acquisition devices
- Analyze the hydrogen content of hydrogenated amorphous silicon-germanium using Fourier Transform Infrared Spectroscopy

*Teaching Assistant, Mathematics Department*

September 2006 – December 2006

- Provided individualized assistance to students in Multivariable Calculus
- Assessed and graded assignments for students, held weekly office hours

#### SKILLS

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*Laboratory*

- Experience with electro-mechanical systems through Laboratory Instrumentation lab work, proficient in IR Spectroscopy, and vacuum evaporation

*Computer*

- Proficient in Windows-based systems, Microsoft Word, Excel, Access, and WordPerfect, working knowledge of Mathematica and LabView

*Languages*

- Fluent in French, Conversational in Spanish

#### ADDITIONAL WORK EXPERIENCE

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Macalester College, St. Paul, MN

*Volleyball Manager, Men's Volleyball Team*

August 2005 – October 2007

- Collected, compiled, and analyzed team statistics

*Switchboard Operator*

June 2006 – August 2006

- Directed phone calls and responded to questions related to the college

*Guest Host, Alumni House*

July 2005 – December 2005

- Reserved rooms for prospective guests and coordinated formal reception events

#### CAMPUS ACTIVITIES

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- *Chairperson and African Studies Liaison*, AFRIKA! Student Organization
- *Leader in Service*, Macalester College Community Service
- *Volunteer*, Open Arms of Minnesota
- *Student Member*, American Physical Society
- *Macalester College Representative*, Outreach Opportunity League Conference, Vanderbilt University

# SAMPLE RESUME: ECONOMICS

## Elsa Economics

1600 Grand Avenue, St. Paul, MN 55105  
(651) 444-4444, ellecon@macalester.edu

### EDUCATION

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**Macalester College**, St. Paul, MN Bachelor of Arts expected 5/2009  
*Majors:* Economics and International Studies, *Minor:* Spanish GPA 3.6/4.0  
*Honors:* Recipient of the Kofi Annan International Scholarship awarded to students with exceptional academic and personal records, Omicron Delta Epsilon (National Economics Honor Society)  
*Relevant Coursework:* Data Analysis and Statistics, Microeconomic Analysis, Macroeconomics, Econometrics, Comparative Economic Systems, International Marketing

### RELATED EXPERIENCE

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**Morgan Stanley**, Minneapolis, MN 9/2008 -Present  
*Financial Analyst Intern*

- Prepared reports and presentations for individual and institutional retirement plan clients
- Compared performance of different money managers using capture ratios
- Employed marketing strategies to assemble client base

**Macalester Financial Aid Office**, St. Paul, MN 08/2007-08/2008  
*Office Assistant*

- Edit sport videos with Windows Movie Maker and assemble into annual presentations
- Develop recommendations and design strategic game plans for Coaching Staff
- Manage data entry of prospective student athletes and assist in the recruiting process

### LEADERSHIP

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**Macalester College Institute for Global Citizenship Student Council (IGCSC)** 1/2007 - Present  
*Athletic Department Representative*

- Develop and initiate projects that facilitate dialogue on global citizenship in the Macalester Community
- Attend weekly meetings to generate initiatives for idea exchange in the community and to endorse cultural vigilance

**Macalester College Emerging Leaders Program (ELP)** 1/2007 -Present  
*Member*

- Attend weekly speaker presentations and conduct activities that build and enhance leadership capabilities

### SKILLS

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**Languages:** Fluent in Spanish and intermediate in German  
**Computers:** MS Office (Word, Excel, PowerPoint), Windows Movie Maker, Adobe Photoshop, Stata, R, basic programming skills in JavaScript and Pascal

### ACTIVITIES

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- International Student Organization, Women in Economics, Macalester Volleyball

# SAMPLE: FIRST-YEAR RESUME

## *Tamara L. Prescott*

tprescott@macalester.edu  
215 E. Bradley St.  
Lombard IL, 60148  
(555) 342-8783

**OBJECTIVE:** Using my knowledge of fashion, passion for people, and ability to promote a positive work environment, I hope to assist Nordstrom in its goal of maintaining customer satisfaction. The welcoming and creative essence that Nordstrom and I share will allow us to work together in creating a fulfilling shopping experience for all customers.

### PROFILE

- Customer Service experience through various event planning
- Detail-oriented with excellent time management skills

### SKILLS

**Language:** Intermediate Conversational Spanish

**Computers:** Proficient in Microsoft Word, PowerPoint and Excel, and iMovie

### EDUCATION

*Macalester College, St. Paul, MN*

Bachelors Degree completed 2011

Major: Women's, Gender and Sexuality Studies

Minor: English

### WORK EXPERIENCE

#### *Student Lounge Customer Service Representative*

*Macalester College Student Lounge, St. Paul, MN*

September 2009-Present

- Provide a space for guests to relax, listen to music and do various activities
- Greet and converse with guests
- Planned multiple events including an Art Gallery and Decorating Night
- Encouraged by manager to pursue management position

#### *Third Grade Tutor (volunteer)*

*Bartlett Elementary School, Racine, WI*

September 2009-Present

### LEADERSHIP

#### *Forensics Team Captain*

*Washington High School, Lombard, IL*

November 2008- May 2009

### EXTRACURRICULAR ACTIVITIES

- Black History Month planning committee
- Macalester Queer Union
- Emerging Scholars Program
- Black Liberation Affairs Committee

# SAMPLE: SOPHOMORE RESUME

## Sean Krall

359 Snelling Ave South, St. Paul, MN 55105 • 306-555-4276 • skrall@macalester.edu

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### EDUCATION:

**Macalester College**, St. Paul, MN

Bachelor of Arts in German expected May 2011, GPA 3.6/4.0

### EXPERIENCE:

**Macalester College Athletic Department**, St. Paul, MN

*Assistant Athletic Trainer*

10/2008 – Present

- Assist Athletic Trainers in treatment of student athletes
- Oversee student athletes during practices and events

**KFRI Radio**, St. Paul, MN

*Music Director*

09/2009 – Present

- Correspond with promoters about getting musicians airplay and interviews
- Review new music submitted to the radio station
- Train and supervise students and faculty with radio shows

**The Mac Weekly**, St. Paul, MN

*Staff Writer*

09/2007 – Present

**YWCA of Kansas City**, Kansas City, MO

*Gymnastics Instructor*

09/2004 – Present

- Instruct kids ages 3-18 in fitness and gymnastics activities
- Work constructively with parents regarding kids' progress and behavior

### ACTIVITIES:

**Habitat for Humanity**, Grand Rapids, MI

*Volunteer*

09/2003 – 06/2007

- Worked with employees and other volunteers to perform tasks such as landscaping, building houses, and warehouse inventory

**Community Service Orchestral Concerts**, Kansas City, MO

09/2003 – 06/2007

- Performed violin duets for residents at the Natalie Mueller Center for Nursing Care

**Area All-State Orchestra**, Bella Villa, MO

*Violinist*

09/2005 – 06/2007

**Experiment in International Living**, Switzerland

06/2006 – 08/2006

- Experienced Swiss culture and lived with a host family in the Bernese Oberland

### HONORS:

Golden Plains High School Honor Roll

09/2003 – 06/2007

National Honors Society

12/2005 – 06/2007

### LANGUAGE SKILLS:

Spanish (basic); German (intermediate)

### COMPUTER SKILLS:

Fluent in Microsoft Word, Excel, PowerPoint, Publisher

### INTERESTS:

Music, Theater Arts, Sports, Outdoor Activities, Travel

# SOPHOMORE/JUNIOR RESUME

## **Steven Moyer**

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**1600 Grand Ave, St. Paul, MN 55105 / 692.555.8381 / smoyer@macalester.edu**

### Education

- **Macalester College**, St. Paul, MN
- Bachelor of Arts in History and Classics expected May 2012, GPA 3.6/4.0
- National Merit Scholar, Dean's List (Fall 2008 – Present)

### Relevant Coursework

*Study of History, The Global in the Local, Introduction to Archaeology, Europe in the Age of Upheaval*

- Explored advanced trends in historiography
- Studied public history and the importance of presentation of history in diverse and accessible contexts

### Employment Experience

#### **Macalester College Cultural Center (CC)**

*Program Assistant*

**09/2009 – Present**

*St. Paul, MN*

- Assisted with coordination of a national conference
- Publicized and planned CC events
- Organized multicultural programming with campus organizations

#### **Ephesus Archaeological Dig**

*Excavator*

**Summer 2009 – 2010**

*Ephesus, Turkey*

- Excavated Greek temple site along with Macalester College Classics Department faculty and student excavators
- Assisted square supervisor with collecting, preserving, and cataloguing artifacts

#### **The Nature Conservancy Day Camp**

*Day Camp Staff*

**Summer 2008 – 2009**

*Medford, CA*

- Formulated and implemented an academic curriculum
- Led tours and did site interpretation for the general public
- Created academic lesson plans, interacted with parents, and created a stimulating and safe learning environment for campers

#### **Marvin S. Thomas Advertising Agency**

*Traffic Intern*

**01/2008**

*Pittsburgh, PA*

- Guided several ad campaigns through the agency from the creative process to delivery
- Coordinated the work and schedules of different departments in the agency in order to ensure advertisements were created efficiently and correctly

### Activities

- *Volunteer*, The Nature Conservancy, Summer 2005 – 2007
- *Volunteer*, Minneapolis Center for Trouble Youth, 2005 – Present
- *Co-Leader*, Pittsburgh Jewish Organization, 2007 – Present
- *Genre Director*, WXYZ Radio, 2008 – Present

Language Skills – French (Intermediate), Arabic (Intermediate)

Computer Skills – Fluent in MS Office (Word, Excel, PowerPoint, Access, Outlook)

# SAMPLE: SENIOR RESUME

## KATIE BAROLI

593 63<sup>RD</sup> WAY N • CHICAGO AVE, MN 55623 • (612) 555-5366 • KBAROLI@MACALESTER.EDU

### EDUCATION

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*Macalester College, St. Paul, MN: 08/07-present*

- Candidate for Bachelor of Arts, expected May 2011
- Majors: Women's and Gender Studies. Minor: African American Studies.
- GPA: 3.62/4.0

*University of Nebraska, Omaha, NE: 06/09-08/09*

- Participated in the Mindy Meyer Summer Research Training Program, which teaches students how to conduct graduate level research within the social sciences realm.

*Universidade Católica do Salvador & Universidade Federal da Bahia, Salvador da Bahia, Brazil: 08/09-1/10*

- Studied abroad and lived with host family through the CIEE Cultural and Educational Exchange Program.
- Enrolled in liberal arts and media related courses focusing on race, class, gender, and culture in Afro-Brazilian studies.

### ACADEMIC ACHEIVEMENT

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*Mindy Meyer Undergraduate Fellowship: 03/09-present*

- Engage in critical research regarding a diverse range of social, political, and economic themes.
- Currently researching the representations of Black women portrayed in the media, specifically within the hip hop industry, and investigating its correlations to the sexual health politics of Black women.

### MEDIA/COMMUNICATIONS EXPERIENCE

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*Vanguard Music Group: Livelt Records, Chicago, IL: 07/08-10/08*

#### **New Media Intern**

- Promoted, marketed, and blogged for Livelt Records artists on social networking sites such as MySpace, Facebook, Imeem.
- Created Digital Spin Sheets to keep track of artist's average daily plays, total number of plays, and most popular songs.
- Posted latest singles of Livelt Records artists through online music sites, collect feedback from fans, and report weekly to marketing committee.

*Avon, St. Paul, MN: 04/08-present*

#### **Beauty Ambassador/ Makeup Artist**

- Assist and inform clients about mineral based cosmetics and skincare products.

*Independent Media Project, Macalester College, St. Paul, MN: 12/07-03/08*

#### **Artist Interviewer**

- Developed an informational website about Hip-Hop and R&B Artists of the Twin Cities, see link:
- [http://web.mac.com/ Artist\\_Connection/Twincities/Home.html](http://web.mac.com/Artist_Connection/Twincities/Home.html)

### LEADERSHIP

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Twin Cities Youth Institute, St. Paul, MN: 09/09-present

#### **Intern/Teacher's Assistant**

- Help coordinate daily activities and mentor for the Girl Power Program  
Black History Month Committee, Macalester College, St. Paul, MN: 10/07-10/08

#### **Event Coordinator**

### SKILLS

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- Advanced knowledge in Microsoft Word, PowerPoint, and Excel (PC & MAC).
- Proficiency in Spanish & Portuguese.

## SAMPLE: ALUMNI, 1-YEAR OUT

### EDUCATION

#### **Macalester College, St. Paul, MN • Graduation: May 2010**

- Bachelor of Arts, GPA 3.69/4.0
- Major: Studio Art
- Minor: Art History
- Relevant Coursework: *Contemporary Art and Theory; Modern Art; Fibers II*

#### **Rhinehart Foundation, Thailand • Summer, 2009**

- Research: Women in Contemporary Thai Art

#### **Institute for Change and Global Citizenship, Sumatra, Indonesia • Jan – May, 2010**

- Research: Feminist Art and Women in Sumatra
- Relevant Coursework: *Arts and Social Change*

#### **Knole College • Sept, 2005 – Dec, 2006**

### ART PROJECT AND RESEARCH EXPERIENCE

#### **Rhinehart Foundation Fellow, Thailand • Summer, 2008**

- Received grant for student-faculty research
- Organized research trip involving travel to several major cities, networking in art's communities, and disseminating information through blog updates
- Conducted research on the role of women in contemporary Thai art

#### **Independent Researcher, Sumatra, Indonesia • May-Oct, 2010**

- Received Rorick N. Lindler and Sheila Howard-Feinnes Intl. Education Scholarships
- Conducted research on the marginalization of women in Sumatran art
- Connected and lived with women artists in rural and urban areas
- Facilitated discussion among women artists in coordination with local museum

### RELATED EXPERIENCE

#### **Literacy Ambassador, Harrison Elementary • Aug – Dec 2009**

- Mentored academically at-risk students
- Coordinated reading and writing workshops
- Assisted in classroom preparation and organization

#### **Campaign Coordinator, Outdoors Association • Dec 2004 – Aug 2005**

- Recruited volunteers and disseminated campaign objectives
- Fundraised for campaign and promoted special events

#### **Office Manager, Broeder Design Firm • May 2006 – Sept 2006**

- Completed daily reports, monitored budget, paid bills, operated petty cash
- Provided client support in office and on telephone
- Organized and maintained office space

### TECHNICAL EXPERIENCE

#### **Program Host, WXYK 92.3 • Aug 2008 – Dec 2008**

- Planned and coordinated radio programming
- Interviewed guests and provided musical commentary

### TECHNICAL EXPERIENCE

**Computer:** MS Office (Word, Excel, PowerPoint), Adobe Photoshop, social media technologies (Facebook, MySpace, Twitter, YouTube)

**Language:** Functional in Indonesian and Spanish

**RAMONA DICKINSON**

342 Henderson Avenue, Minneapolis, MN 55633 • 612.555.3218 • rdickinson@macalester.edu

## OUTLINE FOR COVER LETTERS

Your Street Address  
City, State, Zip  
E-mail  
Date

Mr., Ms., or Dr. Employer  
Title of Employer  
Organization  
Street Address  
City, State, Zip

Dear Mr., Ms., or Dr. Employer:

Tell why you are writing and indicate how you became aware of the position. Name the position, field, or general area about which you are asking. If a current employee or contact suggested that you follow up with this opening (or that you contact this person), include his or her name. **(2-3 sentences)**

Expand on the information in your resume. Highlight experience or specialized training that relate directly. List examples of skills you developed some other way that would be useful in the position. State any information requested in the advertisement or job description. Mention one or two qualifications you think would be of greatest importance to the employer, addressing your remarks to his/her point of view. **(4-5 sentences, or up to 2 paragraphs)**

Close by making a specific request for an interview, including how best to reach you. Make sure that your closing statement is positive and makes a request for specific action from the reader. Thank the reader for his/her time and consideration. **(2-3 sentences)**

Sincerely,

(4 spaces)

(Your handwritten, legible signature)  
Type your name

Enclosure(s)

In an email, please note any attachments in the final paragraph

## SAMPLE: COVER LETTER

6294 Laramore Street  
Minneapolis, MN 55421

March 16, 2010

Mr. Lawrence Whitticker  
Director of Human Resources  
Josyln Art Museum  
1324 Mississippi Way  
Stuart, IN 93712

Dear Mr. Whitticker,

This letter of application is in regard to the Open Field Coordinator position with the Education and Community Programs Department. Kenneth Ghidorzi suggested that I apply to this position.

This position is especially exciting for me as I am a Minneapolis native and recent graduate from Macalester College with a Bachelor's degree in Studio Art. I not only have enjoyed the resources of the Josyln Art Museum during my life, but I also have the direct skills and experience to be involved with community arts education.

My research experience in Indonesia as a Manford Foundation Fellow and Vietnam through the Institute for Global Citizenship and International Training, has developed my skills in coordinating complex travel details, disseminating information through social media channels and organizing discussions among public audiences and artists. In Sumatra, Indonesia I traveled around the island living with and interviewing female artists. By building these relationships, I was able to coordinate a discussion/workshop among fellow students and Balinese artists at a local gallery. This research, and subsequent distribution of my materials, has also expanded my written and verbal skills.

As a Literacy Ambassador at Howard Kennedy Elementary in St. Paul, I worked with academically at-risk students to increase literacy and implement classroom programs that engaged students in art activities. This position helped increase my awareness for the need of art's education for young people. I gained skills coordinating these education-based projects independently, as well as increasing my verbal communication in clearly and concisely translating the details of the projects to both teachers and students.

In addition, my commitment to improving my own community through education initiatives was also important in my role as Campaign Coordinator for the Outdoors Association. In this position, I traveled to college campuses throughout the Midwest, recruiting volunteers, training existing members of campaign committees, and fundraising for current campaigns. By organizing travel itineraries and workshops, I developed an attention to detail and an ability to engage a diverse group of people.

As my attached resume highlights, the unique combination of work and volunteer experience, academic research and education, and the communication skills I possess, will allow me to make a meaningful contribution to Josyln Art Museum. Therefore, I am eager to meet with you and discuss how my qualifications and experience can contribute to the Open Field program.

Thank you for your consideration.

Sincerely,  
Rodney Milford

## GUIDELINES FOR THANK-YOU LETTERS

After an interview, write a brief follow-up letter. **Less than one percent of people interviewed take the time to send such a note, so you can be certain it will be noticed.** Use the letter to reemphasize your potential value to the company/institution. Don't forget to reiterate that you are still interested in the position and the organization.

Date

Your Street Address

City, State, Zip

E-mail

Mr., Ms., or Dr. Employer

Title of Employer

Organization

Street Address

City, State, Zip

Dear Mr., Ms., or Dr. Employer:

Remind the interviewer of the position for which you were interviewed, as well as the date and place of the interview. Express your appreciation.

Confirm your interest in the opening and in the organization. Highlight your qualifications and slant them towards the various points that the interviewer considered important for the job. If you have done any follow-up since the interview that demonstrates your interest in the position, such as talks with alumni, faculty or other people, or research in the library, etc., be sure to mention it.

Include any information not previously presented to supplement your resume, application letter, and interview. You may have completed a term paper or a research project, or received some kind of recognition. If travel, relocation or a similar subject was stressed during the interview, be sure to confirm your willingness to comply with these conditions.

If appropriate, close with a suggestion for further action, such as a desire to have additional interviews at a mutually agreeable place and time.

Sincerely,

(4 spaces)

(Your handwritten, legible signature)

Type your name

## WEB RESOURCES FOR RESUME DEVELOPMENT

[www.macalester.edu/cdc](http://www.macalester.edu/cdc)

[www.collegegrad.com/resumes](http://www.collegegrad.com/resumes)

<http://www.cce.columbia.edu/sites/cce/files/Resumes.pdf>

[www.iamnext.com/career](http://www.iamnext.com/career)

[www.jobweb.com/Resumes](http://www.jobweb.com/Resumes)

[www.rileyguide.com/letters.html](http://www.rileyguide.com/letters.html)

[www.resume.monster.com](http://www.resume.monster.com)

The Vault: This online career library has comprehensive career development information and is accessible from the CDC homepage.

### **WAIT!! BEFORE YOU SEND YOUR RESUME, REVIEW THIS CHECKLIST.**

- Does your resume make an immediate favorable impression and is the lay-out easy to read?
- Did you print your resume on high quality paper in a conventional color?
- Are your strongest qualifications or credentials highlighted?
- Did you use spell check AND reliable discerning human eyes (besides your own!) to review your resume?
- Has the CDC provided feedback and suggestions?

And finally, **congratulations** on writing your resume and best wishes!!

Compliments of  
Macalester College

Career Development Center  
Kagin Commons, First Floor  
Monday-Friday 8 AM-4:30 PM  
(651) 696-6384  
[www.macalester.edu/cdc](http://www.macalester.edu/cdc)  
[cdc@macalester.edu](mailto:cdc@macalester.edu)