

Resume Quick Start Guide

Common Components

Name & Identification:

- Include your name, email, telephone number and current address.
- Add a permanent address if you expect to move in the next six months. If relocating for a job search, candidates often consider including a local address.
- For seniors and recent graduates, use an email address that will be accessible following the closure of your Macalester email address.

Education:

- List your major(s), minor(s), concentration(s) and your GPA (even if you think it's low)
- Include your study abroad experience(s).
- Include high school if you are in your first or second year, or if you are featuring other experiences from high school, or looking for jobs in that geographic area. Otherwise, leave off.
- Include relevant coursework, but limit to 3-5 courses that are most pertinent to the position.

Experience:

- Highlight your most relevant and impressive experiences, including paid and unpaid work, internships, civic engagement, campus involvement, volunteering, athletics, and leadership.
- Resumes list work experience either chronologically (most recent first) or grouped by categories of experience. Put impressive categories higher on the page; list the positions chronologically.
- Write brief, bulleted descriptions of your work, using action phrases to highlight responsibilities and skills gained. Begin each bullet point with an action verb; don't use the same verb twice.
- See [Action Verbs for Resumes](#) and [Anatomy of a Resume Bullet Point](#).

Skills:

- Include technical/computer skills, fluency or proficiency in other languages, experience using lab or special equipment, or certifications (i.e. CPR) and licensures that are relevant to the position.

Every resume should:

- Offer an accurate depiction of your most pertinent skills and experiences.
- Be scannable for critical information in fewer than 10 seconds. You want to “hook” the reader.
- Be easy to navigate through clear and consistent formatting.
- Whenever possible, use concrete examples and metrics (“increased participation by 50%” or “taught a weekly math class to 15 middle school students”).
- Be consistent! Decide if you will have punctuation at the end of your bullet points or not, what will be bold or italicized, how you will format the month and year you worked at each position, how hyphens are used, etc.

Resumes should not contain:

- Lies or exaggerations of experience.
- Mistakes, misspellings and formatting errors.
- Salary/hourly wage earned in prior positions.
- Photos.
- References. When requested, place them in a document with similar formatting to your resume.
- Templates. Career Exploration discourages use of Microsoft Word, Google Doc, or other templates. Text is difficult to manipulate. Consider designing in Word or Google Docs and saving as a pdf with a descriptive file name (including your name and the position you are applying to).

Catherine Chen

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1600 Grand Avenue
Saint Paul, MN 55105
(651) 555-5555

EDUCATION

Macalester College, Saint Paul, MN

Bachelor of Arts Degree Expected May 2023

Major: Psychology

Minor: International Studies

Relevant Coursework: Intro to Psychology, Statistics, Developmental Psychology

West High School, St. Cloud, MN

GPA: 3.9

Honor Roll 2012-2014

It is OK to include high school items in your 1st and 2nd years at Mac.

Graduated June 2019

EXPERIENCE

Macalester College Career Exploration

Career Assistant

Break down each work experience into component parts that display different skills, accomplishments, responsibilities.

September 2019 – 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

May – August 2019

Cashier/Server

- Operated cash register, answered phone, greeted customers
- Served food and beverages to customers in a fast-paced environment

Camp Northwood, Monticello, MN

May – July 2018

Arts Counselor

- Assisted staff at Arts & Crafts station with teaching, clean-up and inventory
- Organized and led activities for more than 20 children ages 7-14

LEADERSHIP

Student Government, West High School, Saint Cloud, MN

September 2018 – May 2019

Class President

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

EXTRACURRICULAR AND VOLUNTEER ACTIVITIES

West High School, Saint Cloud, MN

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

High school activities show you are an engaged person. Strive to eventually replace these with college level activities.

SKILLS

Language: Spanish fluency

Computer: Microsoft Word, Excel & PowerPoint

Elsa Economics

1600 Grand Avenue, St. Paul, MN 55105
(652) 444-4444, ellecon@macalester.edu

EDUCATION

Macalester College, St. Paul, MN

Majors: Economics and International Studies *Minor:* Spanish

Bachelor of Arts expected May 2021

GPA: 3.67/4.0 (SAT: 1340)

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, Introduction to Econometrics, Comparative Economic Systems, International Marketing, Investment Banking

RELATED EXPERIENCE

Having a “Related or Relevant Experience” category allows you to group together key jobs, internships, volunteer, or academic experiences to make a strong statement higher up on your resume.

Morgan Stanley, Minneapolis, MN

Financial Analyst Intern

Summer 2019 – Present

- 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

“Spending on Imports and Disposable Income” - Econometrics Project

February 2019 – May 2019

- Studied American spending habits and behaviors, specifically regarding new wealth/disposable income
- Gathered information from various economic resources to create a database of consumer data
- Analyzed data using Stata, and reported findings in a live presentation to class

Macalester Financial Aid Office, St. Paul, MN

Office Assistant

Significant, longer-term academic projects can demonstrate relevant skills. Break it down into component bullets just like a job or internship.

- Gathered financial data on incoming students to help assess financial need levels
- Created graphs of summary financial data for each class to aid in forecasting grants/scholarships

LEADERSHIP

A “Leadership” section is a great way to highlight responsible roles you have played in orgs.

Macalester College Institute for Global Citizenship Student Council (IGCSC)

January 2019 – Present

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)

February 2018 – Present

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

SKILLS

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

- International Student Organization, Women in Economics, Macalester Varsity Volleyball

Sidney Science

1600 Grand Avenue, St. Paul, MN 55105 • (612) 888-8888 • sidney.science@gmail.com

EDUCATION

Macalester College, St. Paul, MN

Majors: Physics and Mathematics Minor: Statistics

Bachelor of Arts Degree Expected May 2020

GPA: 3.35/4.0

RELATED EXPERIENCE

Macalester College, St. Paul, MN

Research Assistant, Physics Department

GPA – list this, even if you fear it is low. If it is absent, the reader may assume it is way lower than it is!

May 2019 – 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 Lab View compatible data acquisition devices
- Analyze the hydrogen content of hydrogenated amorphous silicon-germanium using Fourier Transform Infrared Spectroscopy

Teaching Assistant, Mathematics Department

September 2018 – December 2019

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

SKILLS

Break “Skills” down by “Language” and “Computer” (or “Technical”). With a science-focused resume, include “Laboratory” as well; add “Certifications” as a sub-category here. List categories in most relevant order.

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 Lab View

Languages

- Fluent in French, Conversational in Spanish

ADDITIONAL WORK EXPERIENCE

Macalester College, St. Paul, MN

Volleyball Manager, Men’s Volleyball Team

These help emphasize the breadth of your experience and ability to work in varied settings.

August 2018 – Present

- Collected, compiled, and analyzed team statistics using game software & MS Excel

Switchboard Operator

June 2018 – August 2018

- Directed phone calls and responded to questions for coaching staff related to the college

Guest Host, Alumni House

July 2018 – December 2018

- Reserved rooms for prospective guests and coordinated formal reception events

CAMPUS ACTIVITIES

- *Chairperson and African Studies Liaison*, AFRIKA! Student Organization May 2019 – Present
- *Student Member*, American Physical Society September 2017 – Present
- *Leader in Service*, Macalester College Community Service September 2018 – May 2019
- *Volunteer*, Open Arms Minnesota October 2017 – May 2018
- *Macalester College Representative*, Outreach Opportunity League Conference May 2017

KATIE BAROLI

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593 63rd Way N Chicago Ave. Minneapolis, MN 55623

There are many ways to design a solid resume, but be sure your creativity does not impact its quality and clarity.

EDUCATION

Macalester College
Saint Paul, MN

Expected May 2021 Graduation

Major: Women, Gender, and Sexuality
Studies

Minor: American Studies

GPA: 3.62/4.00

University of Nebraska

Omaha, NE, Summer 2020

Participated in the Mindy Meyer
Summer Research Training Program.

Universidade Católica do Salvador
& Universidade Federal da Bahia

Salvador da Bahia, Brazil

August – December 2019

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.

SKILLS

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

MEDIA/COMMUNICATIONS EXPERIENCE

Mindy Meyer Undergraduate Fellowship

Saint Paul, MN; Summer 2020

- Engaged 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.

New Media Intern at Vanguard Music Group: LiveIt Records

Chicago, IL; July – August 2018

- Promoted, marketed, and blogged for LiveIt Records artists on social networking sites such as MySpace, Facebook, and 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 over 45 LiveIt Records artists through ten online music sites, collected feedback from fans, and reported weekly to marketing committee.

Artist Interviewer at Independent Media Project

Macalester College, Saint Paul, MN; January – December 2018

- Developed an informational website using R Studio about hip-hop and R&B artists of the Twin Cities.
- Interviewed artists and developed profiles with music sampling links.

ENTREPRENEURSHIP

Beauty Ambassador/Makeup Artist at Mac

Saint Paul, MN; April 2018 to present

- Assisted and informed clients about mineral-based cosmetics and skincare products.

Juan Doe

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EDUCATION

Macalester College, St. Paul, MN Bachelor of Science, May 2021

Major: Neuroscience *Minor:* Statistics *GPA:* 3.51

Honors: Mayo Clinic Dependent Scholarship

Relevant Coursework: Intro to Psych., Statistical Modeling, Genetics & Cell Bio (plus lab methods), Gen. Chem. I & II, Organic Chem. I & II

WORK EXPERIENCE

Neuroscience Research Intern, University of Minnesota Dept. of Psychiatry Sept. 2019 – Present

- Translational NeuroEngineering Lab. For academic credit.
- Identified and labeled areas of brain through slicing rodent brains and preserving tissue.
- Built and mapped electrodes to be used in rodent brain surgery.

Undergraduate Research Intern, University of Michigan Dept. of Medicine May 2019 – Sept 2019

- Paid position. Performed cell culture, including feeding, splitting, and preserving cells.
- Created own protocol and ran experiment on the uptake of fibronectin in the cardiac extracellular matrix.
- Will present poster and abstract of experiment at Cardiovascular Research Summit on 10/25/2019.

Cardiovascular Research Intern, Mayo Clinic – Rochester, MN May 2018 – August 2018

- Maintained and created databases of patient information for different research projects.
- Assisted researchers with conducting different physical and mental tests and gained experience in human subject contact.

Preceptor for “Core Concepts in Computer Science” course, Macalester College Jan. 2019 – May 2019

- Teacher’s assistant; graded students’ homework and quizzes efficiently and accurately.
- Helped teach many students with no prior coding experience in class and while holding office hours.

VARSITY ATHLETICS

Highlight key activities that demonstrate perseverance, time management, and accomplishments (e.g. varsity athlete, significant music/art/theater involvement).

Macalester College Varsity Baseball Sept. 2017 – Present

- Committed approximately 20 hours per week year-round to practicing, lifting, competing and traveling while simultaneously maintaining full course load.
- Nominated Team Captain as a junior, and Most Improved Player as a sophomore.
- Represent team on Student Athletic Advisory Committee.

CAMPUS & VOLUNTEER EXPERIENCE

Big Brothers Big Sisters of the Greater Twin Cities Area Jan. 2018 – Present

- Mentored individual child in need of social/educational guidance and encouragement throughout the school year.

Special Olympics, Macalester College Oct. 2017 – Present

- Taught children with disabilities aged 2-7 various motor skills, including throwing, jumping, and balancing.

SKILLS

Computer: Microsoft Excel, Word, and PowerPoint

Programming: R-Studio, Python, Mathematica

Lab: PCR, Gel Electrophoresis, Cell Culture, Experimental Design, Statistical Analysis