
This publication is written for Hiram students to help you build your first professional resume for internships, summer or part-time jobs, and your first professional position after college.

Use these professional guidelines to market your qualifications:

If you include an objective, focus on the skills and abilities you have to offer, not on what you hope to get from the internship or job. Ex - "To obtain an internship using strong web design and content writing skills" An alternative is to work your objective into your cover email or letter.

Choose headings for your categories that promote your qualifications. If you have a strong writing background, for example, emphasize it with a heading - "Writing Experience" "Laboratory Background" "Coaching Experiences" Don't be stuck on Employment, Campus Activities or Awards only.

As you write each entry, list job title, employer, location (city and state only) and date of employment (summer, 2013). Be consistent in every entry.

Always use sentence fragments, not full sentences, to describe your experiences. No "I" or "My".
Ex - "Planned fundraising activities for Relay for Life that generated \$400 in two days"

Begin each phrase with an active, past tense verb such as "planned, taught, assisted, organized or programmed". It's traditional to use past tense even for current jobs.

Work skill language into your descriptions. Many of your skills are "transferable skills" that come from your classes, campus activities, internships or volunteer work, not just paid work.

Ex - "Used public relations skills on committees to promote Campus Day" or "Analyzed research data using SPSS".

Avoid using **templates**. Resume templates are not formatted to the contemporary principles of resume writing and are easily recognized as templates, making it more difficult for you to stand out from your competition.

Use **bold**, *italics*, centering, bullets or underlining to draw the reader's eye to important points but don't overuse them. Everything is not equally important and should not have a bullet!

Make sure potential employers can reach you easily. Include your email, cell phone or home phone and address. Then monitor them to respond promptly.

Never make a mistake. Have Career Development review your resume for clarity and errors. Employers think this is your best work, and errors can prevent you from getting an interview.

Always include a cover email or cover letter with your resume. The cover letter/email explains WHY you are applying. See the back of this packet for examples.

Save your document as **lastname,firstname** so it can be filed in alpha order by the employer. Consider saving your resume as a PDF - this will eliminate any margin or compatibility issues for an employer.

Print your resume on resume paper when submitting to an employer or attending a networking event. This top page is printed on resume paper as an example.

Ian Michaels

4060 Columbia Woods Drive
Norton, Ohio 44203
330-555-1212

P.O. Box 1117
Hiram, OH 44234
330-569-5724
Michaelsi1@my.hiram.edu

Education Bachelor of Arts, Hiram College, Hiram, Ohio
Major: Biology
Relevant courses: Zoology, Vertebrate Anatomy,
Expected, May 2014
GPA: 3.62

Experience **Counter Assistant** Hiram, Ohio
Hiram College Bistro August 2010 – present

- Provided friendly and efficient customer service
- Placed grill orders quickly and accurately for 15-100 customers per shift
- Successfully maintained and balanced cash drawer during each shift

Lifeguard Copley, Ohio
Copley Recreation Center July 2009 - present

- Protected children in the process of learning how to swim
- Tested water to maintain quality standards
- Monitored activity of 25-50 children within the pool area to ensure the safety of all

Camp Counselor Fairlawn, Ohio
Hilltop Nature Camp Summers 2011, 2012

- Taught educational workshops in the camp conservatory, related to endangered species, animal conservation, and animal/tree identification
- Monitored groups of up to eight children participating in camp activities
- Ensured the safety and comfort of children throughout their stay at camp

Activities **Hiram College** Hiram, Ohio
Member, American Institute of Biological Sciences
Member, Outdoors Club
Hiram College Choir
Hiram College Swim Team

Ian does a good job highlighting his knowledge from his job in a nature camp.

Community Hiram House Camp Pumpkin Festival Fall 2010
Activities Relay-for-Life, American Cancer Society 2009-Present

Mary Irene Joseph

◆ P.O. Box 1056, Hiram, OH 44234 ◆ (330) 569-5674 ◆ josephmi@my.hiram.edu ◆

Education

The rule of thumb is: list it if it's over a 3.0, but if it's below or not relevant to the job, leave it out.

Hiram College
Major: Communications
Courses include: Introduction to Communication, Persuasion and Attitude Change, Photography

Hiram, Ohio
Minor: English

BA expected, May 2014
GPA: 3.5

Experience

Staff Writer, Hiram College Advance - Hiram, OH **Spring, 2012 – present**
Conduct interviews with students, faculty and staff for weekly publication
Write feature and sports articles in accordance with editor guidelines and publication needs
Maintain proper grammatical and ethical standards as set by the newspaper's established guidelines
Support the established team environment by working collaboratively with editors and other staff writers

Sales Associate, Best Buy - Fairlawn, OH **Summers, 2010 and 2011**
Managed stereo equipment department and learned technical issues quickly
Promoted sale "items of the week" assertively to customers
Operated cash register accurately

Gift Shop Volunteer, Akron Children's Hospital - Akron, OH **December, 2008-May, 2009**
Operated and balanced cash register
Stocked inventory weekly
Provided strong customer service with a positive attitude

Activities

Member, Interact Communication Club 2010 - present
Member, Hiram College Students for Liberty 2010 - present
Cast Member, Rocky Horror Picture Show November, 2011
Member, Ski & Snowboarders Club 2010-2011

Sample email cover letter/Cover Letter

(Most of the time you will be writing an e-mail cover letter instead of a cover letter. Both follow the same outline. Your email cover letter will follow the typical email format and should be more concise but just as professional as a mailed, paper cover letter.)

Email Cover Letter

From: doejl@my.hiram.edu
To: bassetc@aam.org
Subject: Strong candidate for Public Affairs Internship

Dear Mr. Bassett:

I discovered the American Association of Museum's Public Affairs Internship opening through Hiram College's CareerNet, and I am very interested in working for your organization. My skills in public relations, written and oral communication, and marketing have been enhanced through my Communication major and experience as a Marketing intern for Gap, Inc. I am especially interested in this position because my current plans include pursuing a career in public relations for the arts.

I have posted my resume in the online database. Thank you very much for taking the time to read my application. I look forward to the chance to talk with you about your needs and my skills.

Sincerely,
Jane L. Doe

Cover Letter

P.O. Box 834
Hiram, OH 44234
February 13, 2014

Mr. Chris Bassett
Director of Human Resources
American Organization of Museums
839 Washington Avenue
Cleveland, OH 44211

Dear Mr. Bassett:

I read your organization's posting in Hiram CareerNet, and I am very interested in applying to work as a Public Affairs intern for the American Organization of Museums. I have extensive experience in writing and public relations from both my Communication major and a previous marketing internship. I am especially interested in this position because my current plans include pursuing a career in public relations for the arts.

I am organized, dependable, and a fast learner. I am also experienced with the Microsoft Office suite and website maintenance. I used my marketing internship at Gap, Inc., to learn about how to promote a good public image, work effectively with marketing tools, and build rapport among employees and employers. Additionally, working as a secretary at the Hiram College Special Events office has given me the necessary skills to design event materials and handle the administrative aspect of this internship. I am certain that the experience and skills I have gained make me a strong candidate for your internship.

Thank you for taking the time to read my application. If you would like to contact me, you can reach me via email at doejl@my.hiram.edu or at (330) 569-5555. I look forward to hearing from you and telling you how I can serve the American Organization of Museums as an intern.

Sincerely,

Jane L. Doe

Paragraph 1: In your *introductory paragraph* you should state your interest as well as show any knowledge you have about the company and/or position.

Paragraph 3: Your final paragraph is a *statement of appreciation* and includes the action you plan to take (follow-up call, mailing etc.)

Paragraph 2: Here you should give a brief *background summary* of your skills, education and relevant experiences as an intro to your resume and a summary of how you meet the needs of the position.