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

<table>
<tr><td>Saratoga Springs, NY</td><td>May 2024</td></tr>
<tr><td colspan="2">Bachelor of Arts Candidate</td></tr>
<tr><td>Saratoga Springs, NY</td><td>June 2020</td></tr>
<tr><td colspan="2">IB Diploma; Highest Honors</td></tr>
</table>

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

<table>
<tr><td>Saratoga Springs, NY</td><td>May 2024</td></tr>
<tr><td colspan="2">Bachelor of Arts in Chemistry, minor in Anthropology</td></tr>
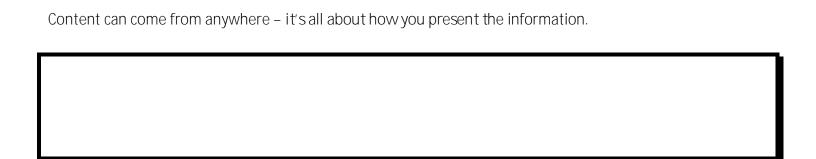<tr><td colspan="2">Overall GPA: 3.65, Major GPA: 3.45</td></tr>
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<table>
<tr><td>Saratoga Springs, NY</td><td>May 2021</td></tr>
<tr><td colspan="2">Bachelor of Science in Management and Business and Economics (Double Major)</td></tr>
<tr><td colspan="2">Overall GPA: 3.3</td></tr>
<tr><td>Kings College, London, United Kingdom</td><td>Spring 2020</td></tr>
<tr><td colspan="2">European Financial Systems</td></tr>
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Content can come from anywhere – it's all about how you present the information.

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Co-Curricular Activities	Leadership Activities
Collaborative Research	On-Campus Employment
Experience	Projects from Classes
Internships	Relevant Coursework
Job Shadowing	Volunteering
Jobs	

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
o   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	Influenced	Calculated	Related
Planned	Persuaded	Computed	Guided
Organized	Helped	Planned	Led
Executed	Directed	Managed	Referred
Supervised	Motivated	Budgeted	Rendered
Assigned	Reasoned	Solved	Attended
Directed	Developed	Accounted	Cared
Coordinated	Recruited	Audited	Sensitivity
Analyzed	Created	Appraised	Listened
Prioritized	Negotiated	Researched	Advocated
Delegated	Liaised	Analyzed	Spoke
Recommend	Arranged	Prepared	Directed
Evaluated	Mediated	Detailed	Perceived
Administered	Reconciled	Accuracy	
Produced	Write	Allocated	
	Interpreted	Administered	
		Quantified	
		Developed	

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

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

Contracted
Contributed
Controlled
Cooperated
Coordinated
Corresponded
Created
Critiqued

Dealt
Debated
Dec0.0000e0912 0 612 792 reW*ħBT/F1 11.04 Tf1 0 0 1 151.22 550.18 Tm0 g0 G1 11 0 1 151.22 671.14

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

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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

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Saratoga Springs, NY

May 2021

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

Skidmore in London, London, United Kingdom

Spring 2020

Skidmore College, Saratoga Springs, NY

Fall 2018 – Present

Develop and maintain club's website, use to educate the community and publicizate educate t642 0 612 7Tm0 g0 G( )]TJE

Saratoga Spring, NY　　　　　　　　　　　　　　　　　　　　　　　　　May 2021
Bachelor of Arts in American Studies
Cumulated GPA: 3.93

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!
> Avoid using sentences that start with "I" or writing in the passive voice. Use active descriptions!

Indicate your desire for an interview and express gratification for the reader for their time. Finally, state HOW and WHEN you plan to follow up (it is your responsibility, not the employer's).

Sincerely,

Your Name