

# Writing Your Resume

i.plan™

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A resume presents your story by highlighting your skills (the things you do well). Employers initially scan a resume for 30 to 60 seconds so your story needs to be descriptive and concise at the same time. When writing your resume think about what you want the organization to know about you. Identify your top 2-3 skills and the experiences that demonstrate these skills.

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## Resume Basics

Here are common resume sections and tips for writing each section

### *Name and Contact Information*

- List your name, current address, telephone and/or cell phone number and e-mail address.
  - Add your permanent address if it's helpful information for the employer.

### *Education*

- What do you want the organization to know about your academic experience?
- This section features your college academic experiences.
- List institutions you attended and location (city/state) in reverse chronological order.
- Include degree you will receive; month/year of graduation.
- Optional information includes: GPA (3.0 or above overall or in concentration); course highlights; awards/honors; study abroad; high school (if you are a 1st year student).

### *Experience*

- What do you want the organization to learn about you from reviewing your experiences?
- This section highlights your most relevant experiences and can include volunteer, leadership, work, internship, and/or extracurricular experiences.
- To draw the organization's attention use more than one experience section with titles that emphasize the specific types of experiences that connect with the employer. For example: community service, research, international, leadership.
- Include title, name of organization, locations (city/state) and dates.
- Describe experiences highlighting skills used/gained and tangible accomplishments.
- Use action verbs and phrases (rather than full sentences) to keep the language action oriented and focused on skills and accomplishments.
- Use the "bullet plus" to strengthen your descriptions. Include what you did plus how, why or the impact of your work. See the next page for examples.

### *Activities/Professional Affiliations/Interests*

- What will these sections add to the story you are presenting to organizations?
- These sections are optional and highlight experiences not listed in other sections.
- The experiences may be described or simply listed.
- Interests may be included if they are relevant to the position (e.g., hiking or travel for a sports equipment company) or are unique in nature.

### *Skills*

- Optional section that highlights skills not mentioned in other section(s) (e.g., foreign language ability and level of proficiency, computer skills).



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### Quick Tips

- The most relevant information should stand out on the page.
- Proper grammar, consistency in language (i.e., all past or all present tense) and no typos are critical.
- Use Optimal Resume to build and format your resume. Link to Optimal through our website.

### Ready to write a “bullet plus”?

The **bullet plus** is: what you did **plus**

- **HOW** you performed your duties or,
- **WHY** the task was important or
- The **IMPACT** of the task within the organization

When writing a bullet plus

- ask yourself: **so what....so what** do I want the organization to know?
- use the formula: verb + what + preposition.

### Let's get started:

**First**, list your experiences by title (think classes, volunteer, work, internships).

Example: Camp counselor, counter staff, volunteer local children's charity, student

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**Next**, select one experience and list what you did.

Example: Camp Counselor: worked with other counselors, worked with kids, did activities, lived with kids

Example: Volunteer local children's charity: wrote letters, found donors, called donors, staffed events, data entry, made brochures

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**Then**, tell me more about the experience (your story).

Example: Camp Counselor: who were the children (ages, abilities, etc...?); what was the purpose/mission of the camp?; what was your role in the activities?; who did you work with?; how did you work with the kids?; what made you good at this position?; what did you gain/learn from this experience?

Example: Volunteer, local children's charity: what type of letters did you write?; how did you identify donors?; what was your role at the event?; what made you good at this position?; what did you gain/learn from this experience?

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**Finally**, write a bullet plus to bring meaning to the “what”

Example: Camp Counselor

- Supervised, lived and worked with ten 8-10 year old children at 3 month overnight camp (impact).
- Established group goals and guidelines by facilitating small group discussions with campers (how).

Example: Volunteer

- Researched potential donors using local newspaper, Facebook and LinkedIn to inquire about in-kind donations (how/why).
- Designed brochure using Photoshop to promote program in grant application (how/why).

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*More bullet plus examples:*

- Basic bullet: Developed interpersonal skills
- **Bullet plus:** Developed interpersonal skills by facilitating cross-cultural conversations with Malawian teens and community members. (how)
- Basic bullet: Created real interest monitoring tool
- **Bullet plus:** Created real interest monitoring tool to study the effect of rate changes on foreign exchange levels (why)
- Basic bullet: Directed actors in productions
- **Bullet plus:** Directed 5-10 student actors and managed technical team in both short and full-length productions attracting audiences of 100+ (impact)

Want to learn more about presenting your story? Meet with a career advisor today!  
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# Dan A. Hall

youremail@umich.edu

## Present Address

3200 Student Activities Bldg.  
Ann Arbor, MI 48109

## Permanent Address

515 East Jefferson  
Ann Arbor, MI 48104

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## Education

### University of Michigan

Focus in Psychology and Human Development  
Current GPA 3.3/4.0

Ann Arbor, MI  
May 20xx

#### Relevant Coursework

How to Change the World  
Developmental Psychology  
Building Blocks

General Psychology  
Psychology of Music

### Hanover Park High School

June 20xx  
4.2/5.0

East Hanover, NJ

#### Relevant Coursework

Art of Writing AP  
AP US History I/II

Language Arts

## Community Service

### Amnesty International

Participated in organization of Free Burma Benefit Concert. Presented facts and statistics at events and concerts to educate audience on issues. Developed time management skills by scheduling events throughout the academic year. Honed interpersonal skills by contacting guest speakers.

Winter 20xx

### Appalachia Service Project, Appalachian Area

Acted as senior representative for six-member team repairing homes. Fostered relationships with families by engaging in lunch hour conversations and activities. Organized church service and group projects to enhance 10 day trip.

July 20xx - Present

### Citihope International Trip to Malawi, Africa

Provided healthy lunch service to orphanages and day care centers. Hand-delivered sustaining goods to churches, hospitals, and prisons in surrounding areas. Enhanced interpersonal skills by facilitating cross-cultural conversations with Malawian teens and community members. Taught personal hygiene lessons to incarcerated adults. Presented PowerPoint follow-up presentations for church members and elementary school children.

March 20xx

### 30 Hour Famine Event, Morristown United Methodist Church

Managed team of four in coordinating youth event. Invited speakers and planned activities to educate participants about hunger issues. Used Microsoft Word and Excel to organize spreadsheets, calendars and other charts for event. Presented proposal to congregation to gain financial support.

April 20xx

### Center for Student Mission, Washington, DC

Organized vacation bible school in inner-city neighborhood of Anacostia. Volunteered at various community food pantries. Taught swim lessons at inner-city day camp. Surveyed community members about poverty.

August 20xx, 20xx

## Activities

K-grams (mentoring program for local elementary children), University of Michigan

Symphonic Band, Hanover Park High School

Hanover Park Debate Team, Hanover Park High School

The Forum Newspaper, Features Editor, Hanover Park High School

# Mason Hall

515 E. Jefferson • Ann Arbor, MI 48109  
734-764-7460 • youremail@umich.edu

## EDUCATION

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### UNIVERSITY OF MICHIGAN

*Bachelor of Science in Economics & Physics*

*May 20xx*

- **GPA:** 3.79/4.00
- **Honors/Awards:** Five terms University Honors (GPA higher than 3.5), James B. Angell Scholar (Two consecutive A terms), William J. Branstrom Freshman Prize (awarded to top 5% of freshman class/Fall 20xx)
- **Course Highlights:** Econometrics, International Finance, Modern Physics, Law and Philosophy

## WORK EXPERIENCE

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### JPMORGAN CHASE

**Ann Arbor, MI**

#### Summer Analyst, Corporate Rates & FX Derivatives

*May 20xx – August 20xx*

- Developed over 50 client interest rate and foreign currency exposure profiles from financial statements providing senior marketers research to develop client-specific hedging strategies.
- Worked with analysts to structure and price various derivative products while creating unique and novel methods to present hedging recommendations to clients.
- Created real interest rate monitoring tool to study the effect of rate changes on foreign exchange levels. The tool became part of regular research materials and was published in *JPMorgan's FX Markets Weekly*.
- Wrote daily and weekly interest rate and foreign exchange market updates, summarizing news and data from various sources to inform clients of recent market movements, trends and outlooks.

### UNIVERSITY OF MICHIGAN CAREER CENTER

**Ann Arbor, MI**

#### Peer Advisor

*Sept. 20xx – present*

- Coach clients on career related issues by assessing client needs and connecting with appropriate resources/services.
- Develop and conduct group presentations on career topics to student organizations.
- Create outreach strategies to better market the Career Center and its resources to the campus community and improve off-site presentations.

### CHRYSLER

**Ann Arbor, MI**

#### Intern, Economics Department

*June – August 20xx*

- Created a long-term economic model based on industry and macroeconomic variables (i.e., GDP, gasoline prices, unemployment rates, interest rates, and demographics data) to simulate and forecast automotive sales.
- Streamlined methods to calculate and forecast buying propensities based on data from third party sources. Reduced processing time from two weeks down to three hours.
- Studied and explored strengths of accepted industry leading indicators to improve automotive industry trend forecasting.
- Regularly presented results to Chief Economist and other executives. Sole undergraduate intern in office.

## LEADERSHIP EXPERIENCE

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### NADANTA, INC.

**Ann Arbor, MI**

#### Webmaster

*20xx – 20xx*

- Branded organization's message through website content resulting in increased media usage.
- Redesigned website to improve user experience.

#### Lead Actor

- Performed lead roles in dance dramas for audiences of 3000+.
- Collaborated with other actors building trusting relationships to create a strong presentation for the audience.

### ANGELL CAMP

**Ortonville, MI**

#### Program Director

- Supervised volunteer and paid staff in program planning and execution for camp population ages 5-16. *20xx – 20xx*
- Created policies and implemented new practices to achieve national accreditation.
- Facilitated small group conversations on conflict resolution and group dynamics.