

WRITING A GREAT RESUME

Bryant University
Amica Center for Career Education



What makes a resume GREAT?

Great Resume

- Markets your achievements as they relate to the position you are seeking.
- Error free.
- Consistent layout.
- 1 page (for current students).

Average Resume

- Talks about everything you've ever done without thinking about relevance to the position you are applying for.
- Layout is difficult to read and does not highlight your best qualities.

10 Second Rule

- Recruiters spend an average of **10 seconds** reading your resume!

SO HOW CAN YOU STAND OUT?

- Think about what makes you unique.
- Make that information POP!
- Market yourself to the position you are applying for.
- Include keywords!

Category Options

- Contact Information
- Education
- Awards
- Study Abroad
- Relevant Coursework
- Projects
- Leadership
- Involvement
- Athletics
- Experience
- Research
- Community Service
- Computers Skills
- Languages
- Certifications/Exams
- Profile/Summary
- Objective

Contact Information

- Name
- Email
- Phone
- LinkedIn URL (make sure to customize)
- Address (optional)

Courtney Smith

(845) 555-5555 · csmith@gmail.com · linkedin.com/in/smithcourt
Bryant University, 1150 Douglas Pike, Smithfield RI 02917
340 Pearl Street Kingston, NY 12401

Courtney Smith

340 Pearl Street Kingston, NY 12401 · (845) 555-5555 · csmith@gmail.com / linkedin.com/in/smithcourt

Courtney Smith

(845) 555-5555 · csmith@gmail.com · linkedin.com/in/smithcourt

Education

- University
- City & State
- Expected graduation date
- Expected degree
- Concentration/Major/Minor
- GPA (if 3.0 or above)
- Include HS if 1st or 2nd year student
- Include previous higher education if a transfer student

Bryant University, Smithfield, RI May 2015

Bachelor of Arts in **Global Studies** Concentration: **Political Science**

Minor: Business Administration GPA: **3.03**

Bryant University, Smithfield, RI

Bachelor of Science in Business Administration, May 2018

Concentration: **Human Resource Management** Minor: **Economics** GPA: **3.34** – Dean's List

Paramus High School, Paramus, NJ, June 2014

- National Honor Society; Senior Class Secretary; Recipient of the Faculty Award

More Education Examples

Option to include important information at the top

Bryant University, Smithfield, RI
Bachelor of Science in Business Administration, May 2015
Concentration: Computer Information Systems **Minor:** Communication
Overall GPA, 3.94; Concentration GPA, 4.00
Financed over 90% of tuition through scholarships, employment and personal loans

Option to include Study Abroad

Bryant University, Smithfield, RI
Bachelor of Science in International Business May 2016
Concentration: Finance **Minor:** French
• **Study Abroad:** Paris, France – IES Paris Business & International Affairs Program Fall 2014

Dual Concentration Example

Bryant University, Smithfield, RI
Bachelor of Science in Business Administration May 2017
Dual Concentration: **Management and Marketing** Minor: **Communication**

Projects/Coursework

CONSIDER: *In some cases your Bryant project work is the MOST related experience on your resume*

RELEVANT COURSES & PROJECTS

Introduction to Human Resource Management, Managerial Accounting, Micro Economics, Macro Economics, Statistics, Introduction to Management

Bryant IDEA: Worked with a team of peers to solve a problem in the local community. Evaluated strengths and weaknesses of the team, divided tasks, created a business proposal and presented final plan at a poster session/competition against 150 other teams. **Team received honorable mention.**

BUSINESS COURSE PROJECTS

Global Foundations of Business Target Project January 2014-Present

- Researched current regional market trends in Canada
- Developed business plan for Target in Canada
- Created an effective advertisement, in a foreign language, directed at Canadians

Bryant IDEA: Rhode Island Food Bank Project January 2014

- Led team of 5 first year students
- Analyzed team's strengths and weaknesses through an MBTI exercise
- Designed rapid prototypes to solve real life problem related to low food bank donations
- Prepared the executive summary to explain the basic concepts of the prototype to faculty judges

Experience

- Include the following: internships and other experiences (even unpaid) that are related to the position you are pursuing
- Typically start with most recent and work backwards
- For each “experience” include: organization name, city/state, employment dates and position title
- Bold information that you want to stand out

EXAMPLE

Hill Holliday, Boston, MA

Digital Asset Management *Summer Intern, June -August 2013*

Experience

- Use action verbs to describe your experience.
 - Present tense verbs for current positions such as: create, supervise, assist
 - Past tense verbs for past positions such as: created, supervised, assisted
- Highlight transferable skills that match the position you are seeking.
- Emphasize major responsibilities and achievements and quantify information where possible.
 - Examples: “Assisted Fortune 500 company” or “Trained over 25 children”

Realty Trust-**Internal Audits Intern**, New York, NY, May-August 2012

- Assisted Fortune 500 company with organizing and creating expense reports
- Used Excel to organize information for reports
- Created researched and analyzed projects, including Bank Reconciliation and New Vendor Reviews

Farr Soccer Academy – **Soccer Trainer**, Atlantic City, NJ, 2009-2011

- Trained over 25 children ages 5 -18 years old in soccer skills and teamwork

Experience

- Be creative with categories and put your experiences that are most related to what you are seeking closer to the top of your resume.
- “Other Experience” can be used for part-time/summer jobs that are NOT related to your goals. Put that information closer to the bottom of your resume.

EXAMPLE

FINANCE EXPERIENCE

UNITED TECHNOLOGIES, RISK FINANCE INTERN, Hartford, CT, *May -September 2012*

- Obtained industry insight and a strong sense of business etiquette through meetings with senior executives.
- Took on responsibility of marketing programs for self-insurance through a wholly owned subsidiary based on cost forecasting, risk exposure, historical premiums, and industry analysis.

ARCHWAY INVESTMENT FUND, EXECUTIVE COMMITTEE & HEAD OF COMPLIANCE COMMITTEE, *April 2011 -Present*

- One of five student managers running an investment fund valued at \$450K allocated to the organization by the Bryant trustees.
- Outperformed benchmark through effective asset allocation, exposure analysis, company valuations, and implementation of proven portfolio management techniques.

OTHER EXPERIENCE

STARBUCKS CORP, BARISTA, Providence, RI, *2010-2011*

- Demonstrated commitment to customer service excellence and effective teamwork in a busy environment.

BRESCOM AND BARTON CORP, WAREHOUSE TEAM, North Haven, CT, *May-August, 2009-2010*

- Took part in the daily operations of a warehouse. Developed and demonstrated a strong work ethic.

Leadership/Involvement

Describe your campus involvement!

Sometimes this information is the MOST related to the position you are seeking and should be moved towards the top of your resume

LEADERSHIP & COMMUNITY INVOLVEMENT

Executive Committee of the Archway Investment Fund: one of five students managing the assets of our portfolio and overseeing 40 other members of the fund. Will assume a consulting role as an alumnus.

Leadership roles in local Relay for Life events.

Motivational Speaker for Rock the Vote: visited a local high school with the Secretary of State of RI as part of bipartisan educational initiative. Presented to over 300 students in a school assembly on the importance of voter awareness and their responsibility to participate in the electoral process.

Chairman of Bryant Republicans: successfully increased membership and provided leadership in new activities with explicit goals and metrics for newly founded campus chapter.

Community Service: includes Ronald McDonald House, Toys for Tots, Hartford Marathon Foundation, Hartford Young Professionals and Entrepreneurs (HYPE), and National Honor Society.

Activities

Bryant Marketing Association

Bryant Helps, Bryant University

Big Sisters

National Honor Society, Peabody High School

Skills

- Include SPECIFIC computer programs you've used before.
- If you have expertise with a computer system, such as Excel, include it.
- Include SPECIFIC social media platforms (if they are related to position you are seeking).
- **Include Languages you speak or write, even if beginner level.**
- Do NOT include a list of skills words about yourself such as: communication, hard working etc... (save for the cover letter)

Example

Skills

Computer: Proficient in Microsoft Office, Excel, Windows, Photoshop, Picasa, Endnote library, Arc GIS

Languages: Mandarin Chinese (Beginner/Conversational)

Athletics

Promote your athletics!

It is a huge part of your life and you have gained many transferable skills.

Example

Athletics

Division 1 Bryant Men's Varsity Soccer Team, 2010-2013

- Dedicated approximately 20 hrs a week for 16 wks in the fall and 16 wks in the winter/spring including training, travel and games.
- Demonstrated strong work ethic, competitiveness, time management, and effective teamwork.

Student Athletes Advisory Committee 2011, 2012

- Representative for Men's Soccer team.

Study Abroad & SIE

- May be included in the “Education” category or in a separate category called “International Experience”

Examples

Study Abroad, King’s College, London, United Kingdom 2013

- Focused studies in Communication as well as British History and Culture.

Intercultural Seminar Series in Germany and Greece, 2012

- Participated in an experience based learning program focusing on cross-cultural diffusion and the impact of globalization on the communication process.

Sophomore International Experience, January 2011

- Traveled to Seville, Spain and Munich, Germany for 12 days.
- Studied Communication between the two countries and differences between interactions with non-locals.
- Visited Salzburg, Austria; Jerez, Spain; Cadiz, Spain; and the Dachau Concentration Camp in Germany.

Get Started...

Expect to have several resume drafts and reviews when getting started.

- Step 1: **READ** the online [Resume Workshop](#) and write your 1st draft resume
- Step 2: **REVIEW** with a career professional during **Quick Questions/Resume Reviews**
Every Day Monday-Friday 2-4PM
(walk-in - 1st come, 1st served)
- Step 3: **ATTEND RESUMANIA**
(Final Draft Resume reviews with an employer)
Contact our office for dates and times.
(walk-in - 1st come, 1st served)

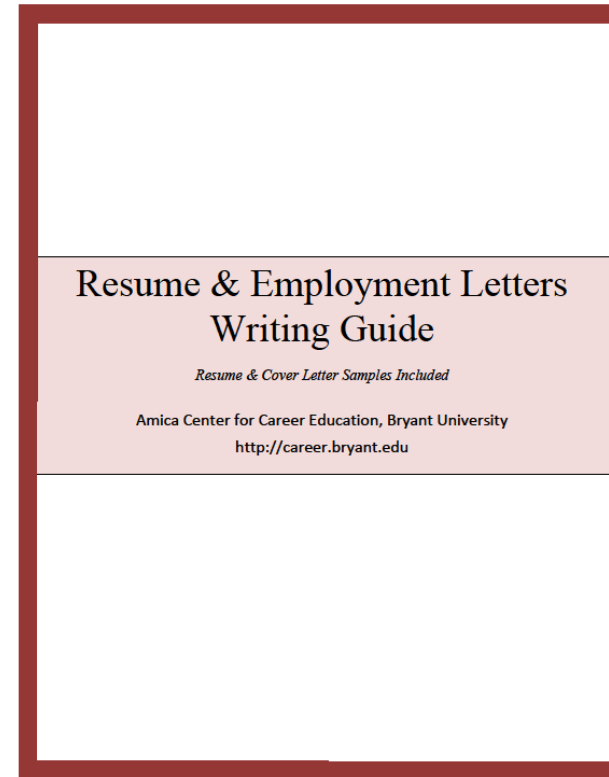
After you write your resume, complete your "search toolkit" by writing a cover letter and creating a LinkedIn profile.

Additional Resources

- [Resume & Employment Letters Writing Guide](#)

Quick Tip Videos

- [Make Your Resume Pop](#)
- [Stand Out Resumes](#)
- [Keyword Search Matters](#)



For Questions Contact:

Amica Center for Career Education

Located in the Unistructure, next to Salmanson Dining Hall

Phone: (401) 232-6090

Email: careers@bryant.edu

Website: <http://career.bryant.edu/>

- [Bryant Career Connection \(BCC\)](#)
- [Events Calendar](#)

Hours: Monday-Friday 8:30AM - 4:30PM

