



# Freshmen Resume Guide

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### PLEASE NOTE:

Career Services has developed a Word Document for Freshmen to use to help you create your resume. It is called “2021 Freshmen Resume Template.docx.” If you need a copy, please email our office: [career@wabash.edu](mailto:career@wabash.edu) and ask for the Freshmen Template. You can also find it on the Resources Pages on Handshake.

The formatting is already set-up for you.

The layout is already set-up for you.

To use this template, double click to open it.

1. Save the document to your computer. Do not call it “Resume”. Call it Wally Wabash Resume Fall 2021.docx
2. You will see red text. Replace the red text with your personal information.
3. The rest of this guide will walk you through how to create the content.
4. When filled out content, highlight all the text, change the font color to black.
5. Save the file.
6. You are now ready to use this to upload into Handshake for review/approval.



# Resume Guide

The goal of resume is to showcase your strongest skills first, to get the reader's attention, and to encourage them to keep reading further. The required sections are:

Margins:

- 1" for Freshmen

Font:

- Garamond. Resume Management Systems that many organizations use do not process graphics: avoid graphics, lines or italics. Email address and LinkedIn URL must not be hyperlinked. Dates should be right aligned.

Header:

- Name  
Font Size: 20      Font: Garamond
- Contact information  
Wabash Email, Phone Number  
Font Size: 12      Font: Garamond
- LinkedIn URL  
For more information see LinkedIn Guide

Profile:

- Highlight the biggest selling points. 2 lines max (can be in bullets)
- Font Size: 12      Font: Garamond
- The section title "**Profile**" will be bolded but everything else will be regular

Education:

- Details of the formal educational experiences. Include Minor(s), GPA
- Font Size: 12      Font: Garamond
- **Education** and the form of education (i.e.: **B.A. Spanish**, or **Diploma**) are the only things bolded
- **Technical Skills**: If you know computer programs, programming languages, foreign language, or how to use various software/hardware put this here

Professional Experience:

- Details of relevant experiences
- Font Size: 12      Font: Garamond
- **Professional Experience** and every **Job Title** (i.e.: **Sales Associate** or **Intern**) are the only things bolded

Extracurricular Experience:

- Everything that is not pertaining to academics or professional experience should come in this section. Details on training, campus and community involvement, technical skills, volunteer works, language skills.
- Font Size: 12      Font: Garamond
- **Extracurricular Experience** and every **Title** (i.e.: **Volunteer** or **Intern**) are the only things bolded

## Professional Experience(s) Section:

Only include specific results-oriented information (“accomplishments”) that will interest the reader, not every experience. Quantify wherever possible. Bullets must start with action verbs related to skills learned/developed and should answer “Why?” and/or “How?”  
DO NOT simply list job duties.

Example of job duty:

- “Assisted with classroom activities for music students”

3 Examples of Accomplishments:

- Exposed students to meaningful musical experiences (WHY?) to enhance their social and academic development (Note: Specifics about experiences and development needed)
- Enhanced students’ social and academic development (HOW?) by exposing them to meaningful musical experiences (Note: Specifics needed)
- Created an interactive learning environment (HOW?) through creative drills and skills practices (WHY?) to increase engagement (again, specifics needed)

## Extracurricular Experiences:

- Every entry must have at least one sentence explaining the role.
- You are telling a story – be as specific as possible. DO NOT just list activities, positions, programs, immersion experiences.
- **Technical skills** can be a separate section depending on proficiency and relevance with the applied position. It can go right after **Education** in such a case, otherwise keep it under **Extracurricular Experiences**.

Remember, consistency is the key!

# List of Action Verbs Based on Skills

## Management Skills:

- Administered, analyzed, assigned, attained, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, improved, increased, organized, oversaw, planned, prioritized, produced, reviewed, scheduled, strengthened, supervised

## Creative Skills:

- Acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, revitalized, shaped

## Helping Skills:

- Assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

## Communication Skills:

- Addressed, arbitrated, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, facilitated, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited

## Research Skills:

- Clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed, systematized

## Clerical or Detail Skills:

- Approved, arranged, catalogued, classified, collected, compiled, dispatched, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, retrieved, screened, specified, systematized, tabulated, validated

## Financial Skills:

- Administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched

## Technical Skills:

- Assembled, built, calculated, computed, designed, devised, engineered, fabricated, maintained, operated, overhauled, programmed, remodeled, repaired, solved, upgraded

## Teaching Skills:

- Adapted, advised, clarified, coached, communicated, coordinated, developed, enabled, encouraged, evaluated, facilitated, guided, informed, instructed, persuaded, stimulated, trained

## More Accomplishments:

- Achieved, expanded, improved, reduced, resolved, restored, spearheaded, transformed

# Professional Experiences:

## How to Write Detailed Descriptions

What you've done is impressive if you use language that fully explains what you did.

Take the time to write out full sentences – tell the reader what you did and why it is important.

### *BAD Example*

#### **Operations Associate**

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Catalogued inventory ✘
- Part of a team that developed new resumes ✘
- Went through resumes of students to find out problems ✘

### *DECENT Example*

#### **Operations Associate**

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Organized inventory ✘
- Developed new resume templates for freshmen and upperclassmen ✘
- Scrutinized resumes of rising seniors and juniors ✘

### *IMPRESSIVE Example*

#### **Operations Associate**

May 2017–Present

Schroeder Center for Career Development, Crawfordsville, IN

- Scrutinized resumes of 176 rising seniors and juniors to formulate strategies for group and individual sessions on resume writing and career development ✓
- Created a new career development guide that contains 2 resume templates for freshmen and upperclassmen, an overview of the interview process, and guidelines for using LinkedIn effectively ✓
- Organized inventory of 3 areas to increase efficiency ✓

## The Wabash Format

On the next page is an example of the Wabash Format for your resume. Why do we have a Wabash Format? Because our format works – we have 20 years of amazing outcomes that prove that it works! Use this as an example to build out your resume. Follow the formatting, the bolding and the bullet points and you will have your resume ready to go in no time. Then, you can send it to [career@wabash.edu](mailto:career@wabash.edu) and we will look at it for you and provide you feedback. Send it to us as a Word document. If you would like to talk to someone, you can also call us and we can help you out. The number to call is: 765-361-6414.

# Neil Armstrong

## PROFILE

- I am a hard worker and a team player.
- I am a person who is always looking for ways to improve myself and my skills.

## EDUCATION

BA: History, 1998

Diploma: 1995

Technical Skills:

## PROFESSIONAL EXPERIENCE

Delivery Associate

- I worked for a company that delivered packages to customers. I was responsible for making sure that the packages were delivered on time and in good condition.
- I was also responsible for interacting with customers and answering their questions.
- I was a team player and worked well with my colleagues.

Landscaper

- I worked for a landscaping company. I was responsible for maintaining lawns and gardens.
- I was also responsible for planting trees and shrubs.
- I was a team player and worked well with my colleagues.

## EXTRACURRICULAR EXPERIENCE

Basketball Player, 1995-1998

- I played basketball for my school. I was a team player and worked well with my teammates.
- I was also responsible for leading my team to victory.
- I was a hard worker and a team player.

Baritone Player, 1995-1998

- I played baritone in my school band. I was a team player and worked well with my bandmates.
- I was also responsible for leading my band to victory.
- I was a hard worker and a team player.

Eagle Scout, 1995-1998

- I was an Eagle Scout. I was responsible for leading my team to victory.
- I was a team player and worked well with my teammates.
- I was a hard worker and a team player.

