

The **PURPOSE** of a **RÉSUMÉ** is to get an interview. A resume is a skillfully designed, easy to read document that provides information about your education, experience (work, internship, volunteer), and other qualifications that are most relevant to a particular job opening. Your résumé needs to show an employer how you meet and exceed their needs.

**LENGTH:** Depending on your work experience and the job description, your resume may be 1-2 pages. If it is 2 pages, it needs to be 2 full pages.

## **MAJOR RÉSUMÉ COMPONENTS:**

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**HEADING:** Place your name at the top of your résumé. Other information to include is your current city and state along with your phone number (with area code), e-mail address and LinkedIn URL.

**PROFESSIONAL HIGHLIGHTS:** This section tells the employer you are qualified for the job at first glance. Tailor this section each time you apply to a position. Create a bulleted list of your key achievements, skills, traits and experiences that relate to the position, and any languages spoken. Usually 5-7 bullets (no more than 10).

**EDUCATION:** Degrees earned (or to be completed) should be listed from present to past. Do not include high school. Do not list other institutions unless you have completed a degree or certification. For each degree, give the following:

- Name and location of school attended
- Degree earned
- Major/Minor/Track
- Grade point average (3.0 or above)
- Date of graduation or expected
- Research/thesis/capstone topic (if applicable)
- Relevant coursework (optional)

### **PROFESSIONAL EXPERIENCE:**

- List your employment from present to past.
- Provide employer name, position held, and dates of employment (month and year).
- Begin each descriptive statement with an action verb. Use present tense if current, and past tense if no longer employed there.
- Write descriptive action statements, in bulleted format, that highlight your skills, abilities and knowledge learned on the job.
- List tasks performed (if relevant to the job description), emphasizing those requiring the highest level of skill, responsibility and judgment.
- Quantify your accomplishments (when you can), i.e. "surpassed sales quota by 15%," "trained and supervised 5 employees," "maintained average caseload of 85 clients".

### **OTHER POSSIBLE SECTIONS:**

- Internship/Volunteer/Service Learning
- Professional certificates or licenses
- Military experience
- Honors, scholarships, awards, and fellowships
- Clubs/Organizations/Memberships/Affiliations
- Extracurricular activities/leadership
- Publications
- Personal projects and/or passions
- Advanced computer applications
- Additional Trainings



- Job requirements section can help guide what to post here.
- Focus on your strengths and accomplishments
- It's ok if information in highlights is the same as in other sections of the resume, if they are relevant
- Reframe the language on the job requirements; avoid using the exact same language used in the posting.

**Font:** Calibri    Contact info on one line  
**Name size:** 14    Personalized LinkedIn URL  
**Headers:** 12  
**Content:** 11

**SAM HUSKY**

Rockport, ME | (207) 780-5555 | [shusky@maine.edu](mailto:shusky@maine.edu) | [linkedin.com/shuskys](https://www.linkedin.com/in/shuskys)

**PROFESSIONAL HIGHLIGHTS**

- Psychology major, University of Southern Maine, graduating in May 2023
- 4+ years of experience building trusting relationships through tactful communication
- Natural ability to discover uniqueness, hidden talents and qualities of people
- Knowledge of employee recruitment, hiring, and onboarding, as well as benefits administration, compensation, and performance management
- Aptitude for developing and implementing social media marketing campaigns
- Familiar with ADP, MS Office, and ATS software (Kronos)

**EDUCATION**

**University of Southern Maine, Portland, ME**  
*Bachelors of Arts in Psychology*  
GPA: 3.67

Relevant Coursework: Psychology of Adulthood and Aging | Psychology

**Southern Maine Community College, Portland, ME**  
*Associate of Arts degree in Liberal Studies*  
Area of focus, Psychology

**INTERNSHIP**

**ABC, Inc., Portland, ME**  
*Human Resource Intern*

- Worked with Human Resources Director to recruit and hire eight new employees
- Posted openings, performed background checks, called references, and kept candidates updated on their status
- Maintained and updated ADP HR records related to employment status, benefits, and performance reports
- Assisted with internal event organization, including annual holiday parties, weekly lunch and learns, and employee trainings

**PROFESSIONAL EXPERIENCE**

**Moonlight Campground, Saco, ME**  
*Assistant Manager*

June 2018 - Present

- Coordinate summer camp program for over 200 children, resulting in 90% camper return rate
- Organize the day to day activity schedule for the campers during their stay at the camping grounds
- Direct and produce annual television commercial; doubled camp membership from 100 campers to 200 in 2018
- Oversee the registration process of the participants applying for the camp
- Coordinate camp counselor on-boarding and annual summer training
- Review the applications of the guides and counselor candidates and select ideal candidates

**VOLUNTEER EXPERIENCE**

**Preble Street, Portland, ME**

Summers 2018 -Present

- Execute daily tasks independently without supervision
- Assist with training new volunteers and instruct them on daily operations
- Communicate with supervisor about the observed needs of the clients

- List the town/city of the campus you most identify with
- Include study abroad experiences
- List only past college experiences where a degree was obtained.

**Bulleted descriptive accomplishment statements:**

- Use chronological format for listing experiences, present to past
- Use present tense action verbs if currently employed
- Use past tense action verbs if you are no longer employed
- Use "ed" verbs for past tense, do not use "ing" or "ly"

Submit your resume as a PDF unless otherwise specified.

**SAM HUSKY**

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**EDUCATION**

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*Bachelors of Arts in Psychology*  
GPA: 3.67

Relevant Coursework: Psychology of Adulthood and Aging | Psychology of Social and Linguistic Development

**Southern Maine Community College, Portland, ME** May 2020  
*Associate of Arts degree in Liberal Studies*  
Area of focus, Psychology

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**ABC, Inc, Portland, ME** September 2021 – January 2022  
*Human Resource Intern*

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*Assistant Manager*

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## RESUME PREPARATION ACTION VERBS

Use these sample action verbs to emphasize accomplishments

Achieved	Created	Improved	Purchased
Adapted	Critiqued	Increased	Recommended
Addressed	Customized	Influenced	Reconciled
Administered	Delegated	Informed	Recorded
Advised	Demonstrated	Initiated	Recruited
Allocated	Demystified	Inspected	Reduced
Analyzed	Designed	Instituted	Referred
Appraised	Designed	Instructed	Rehabilitated
Approved	Developed	Integrated	Remodeled
Arbitrated	Developed Enabled	Interpreted	Repaired
Arranged	Devised	Interviewed	Represented
Assembled	Diagnosed	Introduced	Researched
Assessed	Directed	Invented	Resolved
Assigned	Dispatched	Investigated	Restored
Assisted	Drafted	Lectured	Retrieved
Attained	Edited	Maintained	Reviewed
Audited	Educated	Managed	Revitalized
Authored	Encouraged	Marketed	Scheduled
Balanced	Engineered	Mediated	Screened
Budgeted	Enlisted	Moderated	Set goals
Built	Established	Monitored	Shaped
Calculated	Evaluated	Motivated	Solved
Catalogued	Examined	Negotiated	Specified
Chaired	Executed	Operated	Spoke
Clarified	Expanded	Organized	Stimulated
Classified	Expedited	Originated	Strengthened
Coached	Explained	Overhauled	Summarized
Collaborated	Extracted	Oversaw	Supervised
Collected	Fabricated	Performed	Surveyed
Communicated	Facilitated	Persuaded	Systematized
Compiled	Familiarized	Pioneered	Tabulated
Computed	Fashioned	Planned	Trained
Conceptualized	Forecasted	Prepared	Translated
Consolidated	Formulated	Prioritized	Validated
Contracted	Founded	Processed	Wrote
Convinced	Generated	Produced	
Coordinated	Guided	Programmed	
Corresponded	Identified	Projected	
Counseled	Illustrated	Promoted	
	Implemented	Publicized	