

### **Peer Educator Program Coordinator**

- Conducted outreach and marketing for counseling center services
- Supervised and met with peer educators 1:1, on a weekly basis
- Conducted relaxation and stress relief training

### **Students Taking On Prejudice (STOP)**

- Sponsored cultural awareness and integration as Membership Chair of this social justice organization
- Organized "BUnited" event that encouraged synchronization and connection between diverse populations
- Received "Best New Organization" award for efforts of unity and educational outreach

### **Welcome Week Group Leader and Task Force Member**

- Met with directors of New Student Programs to assist in preparations of fall orientation
- Advised, related to, and supported 15 incoming pre-med students similar in career path and major decisions
- Contacted and sustained interaction with students throughout the year for guidance and encouragement

### **Admission Housing Intern**

- Coordinated housing for approximately 200 perspective students for each tri-annual orientation
- Responsible for written and oral communication with parents and perspective student visitors
- Developed an organizational record database of student visits
- Recruited, interviewed, selected, and mentored "ambassadors" (first year student hosts) for the upcoming year

### **Resident Assistant-Freshman Dormitory**

- Planned and executed resident Cruise Night event for 200 attendees, including working with outside vendors
- Organized Campus Diversity Panel event for staff, faculty and students
- Co-managed budget for dorm activities
- Collaborated with fellow Resident Assistants and Directors on campus wide variety show, film showings, awards ceremonies and Fall Luau BBQ
- Advised and mentored male and female residents

### **Conference Host**

- Acted as liaison, coordinating logistical aspects between the college and conferences including a 50 person women's weekend retreat and a high school basketball camp housing 300 students each week for three weeks
- Maintained the college's reputation over the summer through demeanor, work ethic, and meaningful interactions with outside organizations

### **Student Government Member**

- Co-created Sophomore Class Organization (SCO) to promote community, leadership, and fellowship
- Co-coordinated "President's Roundtable" to discuss current issues of social justice, diversity, and solutions

### **President of the Senior Class**

- Listened to and acted on the needs of 315 seniors as their representative and voice to the campus
- Created, planned, and facilitated an inaugural and community-building weekend retreat for 100 freshmen
- Marketed programs with flyers, posters, e-mails, incentives, and Facebook
- Ensured the stewardship of student fees by reducing the operating budget of student government

### **Leader of On-Campus Ministries**

- Supported 14 leaders of 7 ministries that served the campus by helping them with programming logistics including budget monitoring and room reservations
- Encouraged on-campus ministry leaders in bi-weekly meetings by establishing personal and program short and long term goals, revisiting goals each meeting to examine progress and make necessary changes

## Tips

- Target the resume specifically to a job
- Have your most important skills and experiences pop out in 30 seconds
- Catch attention with bullets, bold, italics, and spacing
- Use keywords from their job description
- Show your accomplishments, not just your job duties and description
- Have details and use specifics
- Show them that you have done what the job asks for
- This is a marketing tool to get you a job interview
- This is your chance to sell yourself
- Only cover information relevant to the job you are applying for
- Use simple, powerful action statements
- Print on high quality paper
- Make sure to double check for grammar and spelling
- This is your first impression on an employer
- This is not a comprehensive work history document
- Only one page long
- Omit pronouns such as “I” and “we”
- Avoid abbreviations and acronyms
- Bullets do not have to be complete sentences
- Use white space to your advantage
- Be consistent in layout, format, and composition
- Use fonts such as Arial, Times New Roman, Helvetica, and Palatino
- Margins can be as small as .5 and as big as 1
- Font size can be 10-12pt
- Do not use any type of slang
- Do not describe past salaries or your physical health, etc
- Do not include a photograph or graphics
- Do not exaggerate
- Do not fold, staple, or paper clip
- Save as a .doc or .pdf
- Use capitalization to highlight important aspects, such as sections or job titles
- Do not use templates, this will help you stand out and tailor your resume specifically
- Do not use fancy binders or folders
- Use strong action verbs

## Verbs

### Management

Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Contracted  
Consolidated  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Improved  
Increased  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Strengthened  
Supervised

### Communication

Addressed  
Arbitrated  
Arranged  
Authored  
Corresponded  
Developed  
Directed  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Interpreted  
Mediated  
Moderated  
Motivated  
Negotiated  
Persuaded  
Promoted

Publicized

Reconciled

Recruited

Spoke

Translated

Wrote

### Teaching

Adapted

Advised

Clarified

Coached

Communicated

Coordinated

Developed

Enabled

Encouraged

Evaluated

Explained

Facilitated

Guided

Informed

Initiated

Instructed

Persuaded

Set goals

Stimulated

### Creative

Acted

Conceptualized

Created

Designed

Directed

Established

Fashioned

Founded

Illustrated

Instituted

Integrated

Introduced

Invented

Originated

Performed

Planned

Revitalized

Shaped

*and plenty more...*