

Essential Resume Advice for First Year Students

(Yes, you do need a resume!)

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Job seeking on Carnegie Mellon University's campus will require you to develop a resume. In the past, the job search process was more informal and often a completed application was all that was required to apply for a job opening. Today, TartanTrak, an online database of current job postings, is a one-stop shop for you to find employment. As a first year student, you will need a resume to apply. If you have never developed a resume before, then the following advice and examples are for you. Even if you have developed a resume (many do in high school), you may want to make sure it is the best it can be, again by using the following information.

By beginning your resume now, you will have the basis to update your resume with new experiences. Hence, you will have it ready when the time comes for you to submit a resume for a volunteer position, internship opportunity, or when it is time to apply to graduate school or look for a job.

Remember to stop by the Career and Professional Development Center to schedule a time with your Career Consultant sometime during your first year. You will want to bring your resume to that appointment to have it professionally critiqued, and also for advice on developing a competitive resume during the time that you are working on your undergraduate degree.

Ten Resume Tips:

1. Brainstorm! Before writing a resume, write down a list of everything you have accomplished: education, employment, activities, volunteer experiences, and leadership roles.
2. Answer the question "who is my audience?" when composing the resume. Information included on the resume should pertain to your audience and what they want to know.
3. Keep the length of your resume to one page, and use an 11 or 12 point font (nothing smaller).
4. Use templates sparingly. If you have never written a resume before, the attached samples are useful guidelines. However, it is in your best interest to design your resume from scratch. Doing so allows you to develop a resume that best suits your unique background.
5. Organize categories in order of importance. First and second year students will usually list the Education category first (or second, if an Objective is listed).
6. List experiences in reverse chronological order within each category, beginning with the most recent. For example, your current or most recent job will be listed first in the Employment category.
7. Describe duties and responsibilities using keywords and short sentence fragments.
8. Be honest! Any material on a resume is fair game for questions during an interview.
9. Avoid using fancy fonts or graphics to mask lack of experience.
10. Have someone review and proofread your resume! Remember that your Career Consultant can also provide feedback and suggestions.

With these tips in mind, you are now ready to create your resume. Use the resume samples on the next pages as guidelines. Notice the difference in content of the first year resume and the second year resume. Also notice the variety of information presented: part-time jobs, volunteer experience, campus

activities. In order to develop a well rounded resume, it is essential to get involved right from the beginning of your college years.

Twelve Resume Do's

1. Always have two spaces after a colon (:)
2. Abbreviate states with capital letters (PA)
3. Use bold or underline separately, not together
4. Notice spelling of commonly misspelled word: liaison
5. Avoid using more than two fonts in your document
6. Use simple, everyday language
7. Keep sentences short; begin with varied action verbs
8. Be honest, don't exaggerate
9. Don't list references on resume (if needed, use additional page for names)
10. Use high quality bond paper
11. Keep margins and spacing clean and inviting to the eye
12. Proofread, Proofread, Proofread

Seven Resume Don'ts

(Adapted from 7 Deadly Sins of Resume Writing http://www.jobcentral.com/7_deadly_sins_article.asp)

1. Never lie.

Aside from the moral implications, if you are hired and your fabrications are found out, you can be dismissed. Depending on how large the business community is in your area, this could ruin all your local career prospects.

2. Don't use the word "Resume" on your resume.

An employer is smart enough to figure out that s/he is reading a resume.

3. Don't include salary information.

Sometimes employers ask for this information. Unless you are specifically asked about salary expectations on an application, do not disclose this information. By listing salary information, you might be eliminated from consideration if you are asking for too much, or you may be under-compensated since you indicated that you would work for less.

4. Don't attach job references & testimonials.

Usually at the end of the resume it will say, "References available upon request". This is sufficient. If an employer wishes to check references, they will specifically ask for them up front. Most, however, request them after the first interview. Testimonials are not helpful, since you would never include negative comments. Rather focus on your experiences and achievements to show your suitability for the position. If you have written testimonials you can bring these with you to the interview.

5. Don't include personal statistics & photographs.

Facts about your marital status, age, height, weight, photographs etc, are not important (unless you are applying for performing arts or modeling jobs) and are only invitations for discrimination.

6. Don't include personality profiles.

It's highly unlikely that anyone will portray himself or herself negatively, thus positive personality profiles do not have much influence. An employer will likely judge your personality from actually meeting you at the interview.

7. Don't copy someone else's resume. Be original and creative.

Start your resume from scratch. It is okay to look at other resumes to determine what is and is not appropriate. Writing your own resume will give you a chance to express who you truly are.

First Resume Builder: Fill in your information in each section to develop your first resume

Contact Information: Name, address (home and campus/local if applicable), telephone number (include area code), email address, home page (if applicable).

Job Objective: Describe briefly and clearly the type of work you are seeking and the skills you are offering.

Education: Name of institution *, expected degree if known (degrees may be written out or abbreviated), year of expected graduation, field of study or relevant courses. Refer to any special training in addition to formal education.

Experience: Name and describe paid employment, internships, summer jobs, field study, and/or project work. (Project work can also be listed under "Education" or under a separate section such as: "Academic Experience", "Project Work"). Traditional resume formats begin with present/last position and record information in reverse chronological order:

Employer Name, City, State/Location
Job Title/Position, Dates of Employment

Experience and skills related to this position

Additional Skills: Refer to any distinct skills of interest to a potential employer such as computer skills and foreign language proficiencies.

Honors: Special Awards, Dean's List, Scholarships

Achievements: Shows, Exhibits

Activities: Campus/Community Activities, Leadership and Volunteer Positions (can also be listed under "Experience" if relevant to objective), Hobbies/Interests (optional)

References: It is optional to indicate that references are available upon request. It is suggested to mention that items such as portfolio or writing samples will also be furnished upon request.

***NOTE:** The appropriate way to write Carnegie Mellon is without a hyphen. "CMU" is an abbreviation often used within the university, but should not be used when writing resumes, cover letters, and other official documents.

Freshman Resume
freshman@andrew.cmu.edu

University Address
SMC 9999 5032 Forbes Ave.
Pittsburgh, PA 15289
412-234-5678

Permanent Address
100 Main Street
Boston, MA 01250
617-999-9999

EDUCATION

Carnegie Mellon University
Bachelor of Science in Business Administration

Pittsburgh, PA
May 2013

Boston Public High School
High School Diploma, with honors
Awards: National Honor Society, National Merit Scholar
All City Athlete and Scholar
GPA: 3.75/4.0

Boston, MA
May 2009

**RELEVANT
COURSEWORK**

| | | |
|-------------------------|-----------------------|----------------------|
| Principles of Economics | Optimization | Intro to Business |
| Macroeconomics | Multivariate Analysis | Intro to Programming |

EXPERIENCE

Boston Bank
Bank Teller

Boston, MA
May – Aug. 2009

- Assisted customers with daily transactions including deposits, withdrawals and account queries.
- Managed documents relating to changes and updates within the Boston Bank System.

Sylvan Learning Center
Tutor

Boston, MA
June – Aug. 2009

- Assisted 20 students with advanced algebra.
- Worked approximately 30 hours per week.

City Soccer League
Soccer Referee

Boston, MA
May – July 2008

- Organized and refereed matches for 8-11 year olds playing in the city soccer league.

**LEADERSHIP
AND SERVICE**

National Honor Society
Treasurer

Boston, MA
Sept. 2008 – Sept. 2009

- Managed a \$2,000 budget for the organization.
- Kept track of all receipts and expenses.

Boston Children's Hospital
Volunteer

Boston, MA
Sept. 2007 – April 2008

- Performed over 200 hours of community service.
- Assisted visitors to the hospital with questions.

SKILLS

Computer: Advanced knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint)
Languages: Basic Spanish and French
Operating Systems: Windows ME/XP/Vista, Macintosh OS

Current Address
SMC 6236, 5032 Forbes Ave
Pittsburgh, PA 15289-6236
412.889.4600 (Cell)

MATERIALS ENGINEER
mse@andrew.cmu.edu

Permanent Address
18 Walnut Drive
Austin, TX 21560-8105
524.881.0011

| | | |
|-------------------------|--|--|
| OBJECTIVE | To obtain a summer internship utilizing my skills in engineering | |
| EDUCATION | CARNEGIE MELLON UNIVERSITY Pittsburgh, PA Bachelor of Science in Materials Science and Engineering Overall GPA: 3.31/4.00 | MAY 20__ |
| | AUSTIN HIGH SCHOOL Austin, TX High School Diploma Overall GPA: 3.80/4.00 Rank: 5/196 | JUNE 20__ |
| RELEVANT COURSES | Materials Science and Engineering Differential Equations | Calculus in Three Dimensions Advanced Programming in Java |
| SKILLS | Applications: Minitab, Labview, MathCAD, Java, MS Office Instruments: Scanning Electron Microscope (SEM), X-Ray Diffraction (XRD) | |
| WORK EXPERIENCE | O'CONNOR IRRIGATION Austin, TX Irrigation System Installation Workman | Summer 20__ |
| | <ul style="list-style-type: none">Assisted Senior Associate with plumbing, head installation, Ditch Witch, trench digging, wiring, and programmingDeveloped schematics using proper measurements and gaugesApplied and spread appropriate amounts of loam and grass seed post-installation | |
| PROJECTS | Robot , Electrical and Computer Engineering | Spring 20__ |
| | <ul style="list-style-type: none">Constructed smaller circuits using a protoboard to power a beeper, LED, clock, memory chip, and two motorsCombined these circuits to create a mini programmable robotProgrammed the robot to successfully complete a test course | |
| | Mousetrap Car , Mechanical Engineering and Physics | Fall 20__ |
| | <ul style="list-style-type: none">Designed and constructed a mousetrap car, in a team of two students, to compete in a competition where the car must travel at least 20 ft., but must stop before it travels 30 ft. | |
| ACTIVITIES | Varsity Soccer , Carnegie Mellon University: August 20__ – present Intramural Softball , Carnegie Mellon University: 20__ Intramural Doubles Table Tennis , Carnegie Mellon University: 20__ National Honor Society Secretary , Austin High School: 20__ – 20__ Varsity Club President , Austin High School Varsity Soccer Captain , Austin High School Intramural Table Tennis Manager , Austin High School: Spring 2006 | |
| HONORS | Dean's List, College of Engineering: Fall 20__, Spring 20__ Austin High School Mathematics Award Massachusetts Institute of Technology Book Award U.S. Marines Scholarship Award | |

Polly Mer

School Address: SMC 1220, 5032 Forbes Avenue, Pittsburgh, PA 15289-1220 (412) 862-9999

Permanent Address: 284 Main Street, San Francisco, CA 94120 (415) 555-9999

Email: polly@andrew.cmu.edu

OBJECTIVE To obtain a summer internship in the field of Chemical Engineering that will utilize my analytical, leadership and interpersonal skills.

EDUCATION **Carnegie Mellon University** Pittsburgh, PA
Bachelor of Science in Chemical Engineering, May 20__
Double Major in Biomedical Engineering
Minor in Psychology
Overall GPA: 3.15/4.0

Best High School Pittsburgh, PA
High School Diploma, June 20__
GPA 3.82/4.0

PROJECT **Chemical Engineering Car** (Received Second Place Award), Fall 20__

- Experimented to find a chemical reaction that aided the movement of a car to a specified distance (team project).
- Implemented car construction and research to find reactant ratios to obtain required energy.

WORK EXPERIENCE **Carnegie Mellon University Chemistry Department** Pittsburgh, PA
STUDENT ASSISTANT, Fall 20__ – present

- Assisted administrative assistant with clerical tasks such as filing, organizing and data entry.

YMCA Camp San Francisco, CA
CAMP COUNSELOR, Summer 20__

- Coordinated the daily activities of 12 children.
- Planned camp events with other camp counselors.

LEADERSHIP **Vice President, American Institute of Chemical Engineers (AIChE)**, 20__ – present

- Organize the monthly speaker series which has seven corporate and alumni speakers.
- Motivate the 150 members to attend meetings and events.

SKILLS LABORATORY: organic synthesis and purification, quantitative analysis, instrumentation
INSTRUMENTS: gas absorber, rheometer, NMR
COMPUTER: MathCAD, Pro/II, MS Office, C/C++
SPOKEN LANGUAGES: Fluent in Spanish; Conversant in French

ACTIVITIES & HONORS Alpha Beta Gamma Women's Fraternity, 2007 – present
American Institute of Chemical Engineering, 20__ – present
Intramural Soccer, 20__ – present
Tartan Newspaper, Writer, 20__ – present
High School Soccer Team, 20__ – 20__
Andrew Carnegie Scholarship, Fall 20__ – present
Valedictorian, Best High School, June 20__

Jenn Edd
jenned@andrew.cmu.edu

School Address
SMC 1919
Pittsburgh, PA 15289

Home Address
709 Elmer Drive
Erie, PA 16546

OBJECTIVE

A summer internship in government, preferably related to health-care issues

EDUCATION

Carnegie Mellon University, Pittsburgh, PA,
College of Humanities and Social Sciences. B.S. expected 2013
Taking courses in government and policy during freshman year.

East Senior High School, Erie, PA. Diploma, 2009

Excelled in science courses in high school; entered college with 12 credits from AP courses in biology, chemistry, and physics.

COMPUTER SKILLS

Use variety of computer programs. Skilled in MS Word, PowerPoint, and Adobe InDesign.

LEADERSHIP

President, Student Government, East Senior High School, 2008 – 2009

- Organized efforts to sponsor series of speakers from local government offices. Enacted changes in election procedures.
- Worked closely with school administrators in helping students cope with death of a student.

EXPERIENCE

Volunteer, Hamot Medical Center, Erie, PA, October 2007 – January 2009

- Served as Candy Striper at local hospital for several years during high school; volunteered in admissions over college breaks.
- Helped orient patients and assisted them in locating appropriate hospital departments.

Temporary Assistant, Gentiva Home Health Services, Erie, PA, June – July 2009

- Assigned health-care workers to elderly at city-funded health-care agency. Organized workers for job placement with various clients.
- Performed general office tasks as necessary.

Team Member, Burger King, Erie, PA, January 2004 – August 2008

- Assisted hundreds of patrons daily during an after-school and summer job at fast food restaurant.
- Interact effectively with the public.
- Recognized by former teachers and supervisors as being outgoing and friendly.

HONORS AND ACTIVITIES

Pre-law Undergraduate Society, Carnegie Mellon University, February – May 2011

National Honor Society, East Senior High School, 2009