

Salisbury University Career Services

careerservices@salisbury.edu

Guerrieri Student Union Room 242

410-543-6075

www.salisbury.edu/career-services



A GUIDE FOR ALL STUDENTS AT SALISBURY UNIVERSITY

How to Build a Resume for Your Job/Internship Search

Salisbury
UNIVERSITY

Make Tomorrow Yours

THE PARTS OF A STUDENT RESUME

Your resume is a key communication and marketing tool to help others learn your background, qualifications and more. An effective resume will reflect you well and accurately, be easy to read, and help others see what you are capable of doing, based on your past experiences. Included in this guide are example resumes for students who have more experience and for students who are building a resume from the ground up, as well as tips to begin the process.

GENERAL FORMATTING

- When starting your resume, use a blank Microsoft Word page or Google Doc. Do not use pre-made templates.
- Except for your name, 10-12 point text size is recommended with 0.5"-1" equidistant margins.
- Use an easy-to-read font, such as Arial, Garamond, Georgia, Helvetica, Times New Roman, Calibri or others.
- Set your default spacing (in the Layout tab) to 0 pt. Leave a blank line of space between sections.
- Learn how to use right tab stops to place information on the right-hand side of the page.
- Maintain consistency with your format and layout throughout your resume. Stay away from underlining, columns, tables, etc. due to ATS (automated tracking systems) system rejection.

HEADING

The heading includes:

- Your full name (or the way you formally signed it). Use bold and larger font sizes (16+ point)
- Address(es) and phone number are optional
- Email address (name should sound professional; your Salisbury University email account or a free email account that can travel with your works as well)
- LinkedIn Profile Address (optional) – You may include your personal URL

SKILLS

- Skills may include computer skills, language (verbal, writing, reading, foreign languages) and certifications. Proficiency with various computer skills and programs are highly marketable and will serve as a benefit to most positions. If your computer skills extend to more technical skills and programming languages, be sure to highlight these skills clearly.
- *Examples:* Microsoft Office Suite, Fluency in Spanish, HTML, CPR certification. Be specific and give examples. "Excellent communication skills" tells the employer nothing about what you have to offer.

EDUCATION

It is advisable for students to put this information at the top of the resume after the heading. Include:

- Your current university, as well as any other institutions you have previously attended if relevant (List SU first on your resume)
- Graduation dates or dates of attendance to the right margin
- The degree you are thinking of or are pursuing at SU
- Major, track(s)/concentration(s) and minor(s)
- GPA (above 3.0), Format -Overall GPA: 3.56/4.00; If your major GPA is higher than your overall, you can list it

EXPERIENCE

This may include work experience, summer jobs, research experience and internship/volunteer experiences depending on your past work history. Your resume should be well-organized, clear and informative, listing most recent experiences first. You can create a section titled "Relevant Experience" and place anything that is similar to what the job or internship may require.

- List each of your experiences with the 1.) Name of the organization, 2.) Job title, 3.) Location (city, state) and 4.) Dates of experience (month/year) of each position.
- Bullet or briefly explain tasks completed, skills demonstrated and accomplishments achieved for each position. Begin each statement with action verbs (see actions verbs page).
- Emphasize the contribution you made as a result of performing your duties. This description is best written with bullets.
- Quantify how much you did and qualify how well you did it.

HONORS AND ACTIVITIES

Include this section (or separate into sections) to note special honors or activities from high school along with activities and groups you are involved with at Salisbury University. The heading in this section can be represented as one or two sections (examples: student awards, leadership roles, scholarships, clubs and organizations).

TXXXX XXXXX
Baltimore, Maryland • 000-000-0000
xxxxx1@gulls.salisbury.edu • Linkin.com/in/xxxxx-xxxxx

PROFILE

Undergraduate college student with exceptional accounting skills. Seeking to leverage outstanding performance and academic knowledge to gain the accounting position at your firm. Dedicated, self-motivated, and detail-oriented individual with the drive to go beyond what is expected and achieve company goals.

EDUCATION

- Salisbury University, Salisbury, MD **May 20XX**
- Major: Accounting
- Overall GPA: 3.49/4.00
- Franklin P. Perdue School of Business – AACSB accredited
- Candidate for Bachelor of Science

RELEVANT COURSEWORK

- **Intermediate Accounting II** - Prepared yearly financial statements, adjusting entries, and tax effects for small to medium-sized companies; Developed communication skills with future clients; Researched Generally Accepted Accounting Principles while utilizing the Accounting Standards Codification
- **Accounting Information Systems** - Examined the role of accounting information in the business field; Obtained commination skills required for team and individual work environments

TECHNICAL SKILLS

- Experienced with Enterprise Resource Planning (ERP)
- Trained in Expert and Essential Excel workbooks
- Familiar with QuickBooks software

WORK EXPERIENCE

Waiter

Captain James Landing and Crab House, Baltimore, MD

- Worked diligently in customer service at high-volume restaurant
- Maintained customer satisfaction
- Training of new employees to provide conflict resolution and customer service techniques
- Acquired leadership and communication techniques while working in a problem-solving environment

May 20XX – July 20XX

Customer Service Representative

Costco Wholesale Corporation, Baltimore, MD

- Followed quality service standards and complied with procedures, rules and regulations
- Received, processed, and stocked warehouse products in a timely manner
- Obtained creative customer satisfaction techniques in team-oriented groups

May 20XX – April 20XX

Axxxx Pxxxxx
443-004-0000 • 0000 Bxxxxxxx Dr. Salisbury, MD 21000
xxxxxxe0000@gmail.com • <https://www.linkedin.com/in/xxxxxxxxxxxxxxxx>

SUMMARY OF SKILLS

- Maintained high academic achievements while working approximately 9-16 hours per week
- Selected by faculty to help with research projects in the Biology Department
- Chosen by faculty and Center for Student Achievement to assist other students academically
- Thoughtfully created and facilitated classroom discussions to assist Chemistry students
- Led students through wilderness orientation trips on multiple occasions

EDUCATION

Candidate for Bachelor of Science
Salisbury University, Salisbury, MD

Major: Biology - Minors: Chemistry and Outdoor Educational Leadership

Major GPA: 3.9/4.0 – Overall GPA: 3.7/4.0

- Maintained high academic achievements while working approximately 9-16 hours per week

May 20XX

RESEARCH EXPERIENCE

UNDERGRADUATE RESEARCH ASSISTANT

Biology Department Salisbury University, Salisbury, MD

Saltwater Encroachment on Ants Research

- Navigated the marsh habitat of Deal Island to understand biodiversity
- Crafted and collected pit fall traps from more than 25 different sample locations
- Practice of field data collection techniques by installing pit fall traps
- Learned how to use a self-leveling rotating laser and taught others how to utilize tool

June-December 20XX

Bird Diversity on Campus Research

- Researched and installed five owl boxes around campus

December 20XX-Present

VOLUNTEER RESEARCH ASSISTANT

Biology Department Salisbury University, Salisbury, MD

Brain Regions on Birds Research

- Helped set up and take down mist nets in order to catch wildlife
- Identified local and migratory species at Pocomoke State Forest
- Navigated fields and forests while looking for good sampling sites

June-July 20XX, June-July 20XX

LEADERSHIP EXPERIENCE

Supplemental Instruction Leader

Center for Student Achievement (CSA), Salisbury University, Salisbury, MD

- Recommended by professors based on academic performance
- Chosen by CSA to assist students on General Chemistry I and II classes
- Facilitated learning within classroom sessions while tutoring 3-20 students per session

September 20XX-May 20XX

Wilderness Peer Leader

Algonquin Canoe New Student Outdoor Experience, Salisbury University, Salisbury, MD

- Led incoming freshman on planned, week-long canoeing expedition
- Taught survival skills relating to canoeing, camping, backpacking, and school life
- Encouraged students to push their boundaries without hurting themselves

August 20XX, August 20XX, August 20XX

HONORS/ACTIVITIES

Phi Eta Sigma – Salisbury University Freshman Honor Society (inducted Fall 20XX)

- Recognized as a freshman for academic achievement of a cumulative grade-point average of at least 3.5 on a 4.0 scale at the end of their freshman year
- **Deans List** – Numerous semesters – Salisbury University
- **Presidential Scholarship** – Salisbury University
- Awarded scholarship for academic achievements to attend Salisbury University

Nxxxx Bxxxxx

Bxxxx, Mccccccc • nxxxxx@gulls.salisbury.edu • 000-000-0000
<https://www.linkedin.com/in/xxxxxx-bxxxxxxx>

SUMMARY OF SKILLS

- Utilize Microsoft Office advanced features such as Excel pivot tables.
- Organized individual as is evidenced by working approximately 15 hours a week and maintaining a high GPA.
- Works well in team environment including having on-campus job that requires contribution of all members.
- Serve Salisbury University as a University Host and display communication skills by answering any questions from parents and prospective students.

EDUCATION

Bachelor of Arts

Majors: Business Management/ Marketing – Minor: Psychology

Cumulative GPA 3.78/4.00

Franklin P. Perdue School of Business- AACSB accredited

Salisbury University, Salisbury MD

- Maintained high GPA while working 20 plus hours per week

May 20XX

FOREIGN LANGUAGE

- Proficient reading and writing in Spanish
- Moderate experience with American Sign Language (ASL)

HONORS/ ACTIVITIES

Dean's List - Salisbury University

Presidential Scholarship - Salisbury University

College Entrepreneur Organization - Salisbury University Perdue School

- Interact with other student Entrepreneurs while learning from business professionals

Student Organization for Activity Planning (SOAP) - Salisbury University

- Plan activities campus wide and recruit talent to entertain on campus

WORK EXPERIENCE

University Host, Salisbury University Admissions- Salisbury, MD

- Working as an ambassador of the school to assist in tours, open houses, and showcase the university to incoming students and prospects of the university.
- Chosen from large candidate pool to represent Salisbury University

Feb 20XX- Present

Creator & Owner, Baked with Love- Germantown, MD

- Created business that is locally operated and makes custom cupcakes.
- Developed business online to serve customers efficiently.

Jun 20XX- Present

Sales Associate, Adidas- Clarksburg, MD

- Worked as a sales Associate for Adidas and helped customers with purchases
- Used sales techniques and proficiency with the cash register to assist customers.

Jun 20XX- Dec 20XX

Film Crew, AMC Theaters- Gaithersburg, MD

- Worked as a Greeter- guided guests to their theater and answered phones.
- Served in concessions- prepared and sold food and beverages to guests.

Apr 20XX- Dec 20XX

PROFILE

- Experience using programming and statistical software in academia, such as Excel, SPSS, Minitab, MATLAB, Octave, Java, and Salesforce
- Certified in First Aid and CPR
- Facilitator for escalation seminars raising awareness for the One Love Foundation
- Effective decision-making and problem-solving skills evidenced by work experience
- Possess basic knowledge of Spanish

EDUCATION

Bachelor of Science

Major: Math – Concentration: Statistics

Overall GPA: 3.67/4.0

Henson School of Science and Technology

Salisbury University, Salisbury MD

- Maintain full academic schedule, work part-time and participate in Greek Life

RELEVANT EXPERIENCE

Research Institute Intern

Tidal Health Peninsula Regional, Salisbury, MD

- Research financial impacts resulting from COVID-19 pandemic
- Analyze deidentified data based on demographic, cost per resource, and department
- Organize large Excel sheet using pivot tables, pivot graphs, and slicers
- Create an IRB research proposal for a retrospective study

Data Administration Intern

Federal Resources, Stevensville, MD

- Utilize Vlookups in Excel to organize Salesforce vendor data
- Upload data and templates into Salesforce using Salesforce Data Loader
- Produce dashboards to summarize department sales, opportunities and quotes
- Assist Data Analysts with data management and administration

WORK EXPERIENCE

Warehouse Staff

Federal Resources, Stevensville, MD

- Pick, pack, and ship COVID-19 medical relief packages
- Manage shipping and labelling station

Gymnastics Instructor / Camp Counselor

YMCA – Young Men’s Christian Association, Cambridge, MD

- Create a curriculum and weekly lesson plans for young gymnasts
- Follow strict time schedule while leading groups through new activities and programs

HONORS/ACTIVITIES

Dean’s List – Salisbury University – All semesters except Spring 20XX

Cum Laude – Salisbury University

Phi Eta Sigma – National Honor Society – Salisbury University

Pi Mu Epsilon – National Mathematics Honor Society – Salisbury University

Alpha Sigma Tau – National Sorority – Salisbury University

Presidential Scholarship – Salisbury University academic scholarship

EFFECTIVE ACTION VERBS

Use an action verb to begin each bulleted statement as you describe your experiences and accomplishments.

Accelerated	Explained	Commented	Leased	Dropped	Purchased	Spearheaded
Accomplished	Explored	Communicated	Lectured	Earned	Pursued	Specified
Accounted For	Expressed	Compared	Led	Edited	Put	Spoke
Achieved	Extended	Compiled	Licensed	Educated	Qualified	Started
Acquired	Familiarized	Completed	Listed	Elected	Quickened	Stated
Added	Filed	Composed	Located	Eliminated	Ran	Stopped
Addressed	Filled	Computed	Logged	Employed	Ranked	Straightened
Adjusted	Financed	Conceived	Made	Encouraged	Rated	Streamlined
Administered	Focused	Conceptualized	Maintained	Endorsed	Realized	Strengthened
Advised	Forecast	Concluded	Managed	Enjoyed	Received	Stripped
Aided	Foresaw	Conditioned	Mapped	Enlarged	Recognized	Studied
Allocated	Formulated	Conducted	Matched	Enlisted	Recommended	Submitted
Alphabetized	Forwarded	Considered	Maximized	Ensured	Reconciled	Substituted
Analyzed	Fostered	Constructed	Measured	Entered	Recruited	Suggested
Answered	Found	Consulted	Mediated	Established	Reduced	Summarized
Anticipated	Gathered	Continued	Met	Estimated	Regulated	Supervised
Appeared	Gave	Contracted	Modified	Evaluated	Renovated	Supported
Applied	Grabbed	Controlled	Monitored	Examined	Replaced	Surmounted
Appointed	Graded	Converted	Motivated	Excelled	Replied	Surveyed
Appraised	Granted	Convinced	Moved	Executed	Reported	Tackled
Approved	Greeted	Coordinated	Named	Exercised	Represented	Targeted
Arbitrated	Grossed	Copied	Negotiated	Overcame	Researched	Taught
Argued	Guided	Corrected	Netted	Oversaw	Rescued	Tested
Arranged	Handled	Counseled	Observed	Paid	Responded	Tightened
Assessed	Hastened	Counted	Opened	Painted	Resulted In	Took
Assigned	Heightened	Crafted	Operated	Participated	Returned	Took Over
Assisted	Helped	Created	Ordered	Perceived	Revamped	Totaled
Assumed	Highlighted	Credited	Organized	Performed	Revealed	Toured
Assured	Hiked	Critiqued	Decided	Persuaded	Reviewed	Tracked
Attended	Housed	Cut	Defined	Pioneered	Revised	Trained
Audited	Hunted	Debated	Delegated	Placed	Saved	Transferred
Authored	Identified	Dealt	Delivered	Planned	Saw	Transformed
Authorized	Implemented	Initiated	Demonstrated	Played	Scheduled	Translated
Awarded	Improved	Influenced	Described	Policed	Scouted	Transported
Began	Included	Innovated	Designed	Prepared	Screened	Traveled
Bolstered	Incorporated	Inspected	Determined	Presented	Scrutinized	Treated
Boosted	Increased	Installed	Developed	Prevailed	Selected	Turned
Bought	Indexed	Instructed	Devised	Processed	Sent	Tutored
Briefed	Indicated	Insured	Diagnosed	Procured	Served	Typed
Brought	Caused	Interpreted	Did	Produced	Serviced	Uncovered
Budgeted	Chaired	Interviewed	Digested	Profited	Set	Unearthed
Built	Changed	Introduced	Diminished	Programmed	Shipped	Unfurled
Canceled	Checked	Investigated	Directed	Prohibited	Shored Up	Updated
Calculated	Chopped	Involved	Discovered	Projected	Showed	Upped
Cataloged	Chose	Issued	Discussed	Promoted	Sifted	Used
Caught	Classified	Joined	Distributed	Proofed	Simplified	Visited
Expanded	Cleared Up	Kept	Documented	Proposed	Smoothed	Welcomed
Expedited	Closed	Labored	Drafted	Proved	Solved	Won
Experienced	Collected	Launched	Dramatized	Provided	Sorted	Worked
Experimented	Combined	Learned	Drew Up	Published	Sought	Wrote