

Resume Writing Guide



School of Social Science and Human Services
C-209

At the most basic level, a resume should be one page, formatted consistently, evenly spaced, easy-to-read, and free of grammar, spelling and punctuation errors. A well-written resume reflects your brand, communicates your qualifications, and answers the question: “Why should I hire you?”

FIRST AND LAST NAME

Phone: (000) 000-0000 | Email: username@ramapo.edu
LinkedIn Profile or e-Portfolio link

PROFILE or SUMMARY

Develop an authentic and distinctive expression of one's brand in three to five phrases. Identifies the opportunity (role, industry and/or position) sought and summarizes the skills and accomplishments detailed in the resume.

EDUCATION

Ramapo College of New Jersey, Mahwah, NJ, *Month Year End*
School of Social Science and Human Services
Bachelor of Science or Arts in Major – Concentration or Minor
GPA: 3.X / 4.0

Honors and Awards: Dean's List, Honor Societies, Scholarships (Optional)

Relevant Courses: (Optional)

Institution Name, City, ST, *Month Year Start – Month Year End or Month Year End*
Degree conferred (if applicable)

TECHNICAL SKILLS or LABORATORY SKILLS or CERTIFICATIONS (Optional)

Skills are listed in order of relevance, grouped by type and concisely detailed within each type (e.g. Languages: JavaScript, SQL, HTML).

ACADEMIC PROJECTS or RESEARCH (Optional)

RELEVANT EXPERIENCE (Optional)

Most Recent Organization, City, ST, *Month Year Start – Month Year End or "Present"*
Title

- Bullet points begin with action verbs, are listed in order of importance, detail accomplishments and quantifiable results, are free of first person references, contractions or abbreviations.

WORK EXPERIENCE

Most Recent Organization, City, ST, *Month Year Start – Month Year End or "Present"*
Title

- Bullet points begin with action verbs, are listed in order of importance, detail accomplishments and quantifiable results, are free of first person references, contractions or abbreviations.

Previous Organization, City, ST, *Month Year Start – Month Year End*
Title

- Bullet points begin with action verbs, are listed in order of importance, detail accomplishments and quantifiable results, are free of first person references, contractions or abbreviations.

EXTRACURRICULAR ACTIVITIES or VOLUNTEER EXPERIENCE (Optional)

Organization Name, City, ST, *Month Year Start – Month Year End or "Present"*
Position

- Bullet points detail all involvement with organizations, activities and volunteer work which reflect the qualifications highlighted in the job description or mission of the employer.

PUBLICATIONS (Optional)

CONFERENCE PRESENTATIONS (Optional)



vmock.com/rcnj

Many companies use applicant tracking software to screen resumes against a set of benchmarks for format, grammar, and experience. In this competitive world of online applications, a targeted, well-written resume that demonstrates your potential and what you have to offer a prospective employer, will increase your chances of landing an interview.

VMock, an online resume review tool, leverages machine learning technologies used in applicant tracking software (ATS) to provide instant personalized feedback on your resume based on criteria gathered from employers and global best practices.

With VMock, you get:

- An **aggregate resume score** to assess the strength of your resume
- Resume guidelines using an **ATS-friendly template** to ensure that you do not miss the fine details and establish a great first impression
- Assessment of how well you have marketed your core competencies to showcase the right skillset reflected in academics, experience, achievements, etc.
- Line-by-line suggestions to improve your resume content in view of your course and level of experience

Getting the Most Out of VMock

VMock does not replace real-person feedback – your resume will be reviewed by a career advisor once you reach a score of 86+. At that point, you and the advisor can focus more on substance and tailoring the resume to your career interest.

When you upload your resume to VMock:

- You will receive an **Aggregate Score** = *Impact + Presentation + Competencies*

VMock Scoring

Impact (40 pts) <i>Focuses on the quality of content and its impact on recruiters</i>	Presentation (30 pts) <i>Focuses on formatting</i>	Competencies (30 pts) <i>Assesses how well you have reflected 5 core competencies</i>
Action Oriented Specifics Overusage Avoided Words	Overall format Essential Sections Section Specific Spell Check	Analytical Communication Leadership Teamwork Initiative

- If your **aggregate score is less than 86**, make revisions based of the feedback given
- Make as many changes as you can at one time before uploading the document again – **you only get 10 uploads per year**
- Thoroughly review **System Feedback** which evaluates all aspects of your resume – VMock provides guides for all elements of the Impact and Competencies modules.
- Pay close attention to **Bullet-Level Feedback** which shows how to apply criteria relevant to the way you describe your experience – VMock has a Bullet-Level Feedback guide for additional help on writing great bullet points
- VMock uses color coding to identify areas in which you have mastery and those that need work – **focus on Yellow and Red areas**

Good Job!

On Track!

Needs Work!

Help with Specific Sections

IMPACT (40 pts)

Action Oriented	<ul style="list-style-type: none"> Begin your bullet points with strong, precise action verbs (page 5), avoiding weak verbs like ‘worked’ or ‘helped’; VMock’s examples of strong verbs are not always the best fit Avoid beginning bullet points with “Responsible for” or nouns Use present tense verbs for current roles and past tense verbs for previous roles
Specifics	<ul style="list-style-type: none"> Where possible, quantify; ranges and estimates are fine Include software, techniques and skills used to accomplish a task When listing technical or language skills, include level of ability
Overusage	<ul style="list-style-type: none"> Avoid using the same action verbs over and over; VMock flags repetitive usage
Avoided Words	<ul style="list-style-type: none"> Concise resumes generally exclude ‘a’ and ‘the’; try removing and make sure your bullet makes sense Avoid using pronouns (I, me, mine, my, myself, we, our) Vmock flags adverbs that don’t add much substance (successfully, independently, effectively)

PRESENTATION (30 pts)

Overall format	<ul style="list-style-type: none"> Use the provided ATS-friendly template; DO NOT edit the template in Google Docs or Word for Mac. Keep the resume to 1 page, reducing content to most relevant Content must fill at least 2/3 of the page Make sure your date formats are consistent Make sure all bullets are indented the same amount and line up vertically
Essential Sections	<ul style="list-style-type: none"> Do not change or add section headings; VMock shows allowed headings in “Essential Sections”
Section Specific	<ul style="list-style-type: none"> Follow the template exactly for formatting of each section For Education, make sure you include the correct school name, degree, major/minor found in Ramapo College Degrees Fall 2019 In sections using bullet points (Academic Projects, Work Experience, Extracurricular /Volunteer), develop your bullets using RATS: results+action+task/situation; use bullet level feedback
Spell Check	<ul style="list-style-type: none"> Vmock flags acronyms, jargon and some organization names as spelling errors; if you know the word is okay, hover over it and click add to dictionary

COMPETENCIES (30 pts)

Analytical Communication Leadership Teamwork Initiative	<ul style="list-style-type: none"> VMock scans bullet points, position titles, degrees, coursework, languages and technical skills for evidence of the 5 skills employers commonly look for Guides for each of the skills, including definitions, ways to demonstrate and various examples are provided Use strong action verbs (page 5) to highlight your competencies
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ACTION VERBS: DEMONSTRATE WHAT YOU HAVE ACHIEVED

IMPACT: Communicating the difference you made in your role

Accomplishment

Accomplished	Competed	Executed	Obtained	Resulted	Solicited
Achieved	Earned	Generated	Produced	Resolved	Succeeded
Attained	Ensured	Instilled	Published	Revitalized	
Awarded	Exceeded	Mastered	Recognized	Sold	

Improvement

Accelerated	Eliminated	Improved	Restored	Strengthened	
Automated	Enhanced	Increased	Restructured	Transformed	
Consolidated	Expanded	Reduced	Simplified	Treated	
Corrected	Expedited	Reorganized	Streamlined	Upgraded	

COMPETENCIES: Communicating your ability, proficiency or knowledge

ANALYTICAL

Analyze and Evaluate

Analyzed	Clarified	Derived	Formulated	Recommended	Systematized
Assessed	Classified	Determined	Interpreted	Reported	Tested
Calculated	Compared	Diagnosed	Prescribed	Summarized	Upgraded
Catalogued	Compiled	Estimated	Organized	Standardized	
Categorized	Critiqued	Evaluated	Rated		

Financial

Adjusted	Audited	Calculated	Controlled	Figured	Netted
Allocated	Balanced	Compiled	Disbursed	Financed	Projected
Appraised	Budgeted	Conserved	Estimated	Forecasted	Reconciled

Research

Collected	Examined	Gathered	Located	Reviewed	Tracked
Conducted	Experimented	Identified	Measured	Searched	
Defined	Explored	Inquired	Modeled	Studied	
Detected	Extracted	Inspected	Observed	Surveyed	
Discovered	Found	Investigated	Researched	Tested	

Technical

Assembled	Converted	Fabricated	Programmed	Resolved	Tested
Built	Debugged	Installed	Proved	Restored	Upgraded
Coded	Designed	Maintained	Rectified	Specified	
Computed	Diagnosed	Operated	Regulated	Standardized	
Constructed	Engineered	Printed	Repaired	Systematized	

COMMUNICATION

Interpersonal

Advised	Consulted	Interviewed	Moderated	Responded	
Arbitrated	Conferred	Mediated	Listened	Suggested	

Promote and Influence

Advertised	Convinced	Influenced	Persuaded	Recruited	
Communicated	Elicited	Marketed	Promoted	Represented	
Contacted	Enlisted	Motivated	Publicized	Solicited	

Verbal and Written

Addressed	Composed	Discussed	Instructed	Outlined	Specified
Articulated	Condensed	Drafted	Interacted	Reconciled	Spoke

Verbal and Written (Continued)

Authored	Corresponded	Edited	Interpreted	Reinforced	Translated
Briefed	Debated	Expressed	Lectured	Reported	Wrote
Clarified	Delivered	Formulated	Negotiated	Presented	
Conveyed	Described	Informed	Notified	Proposed	

LEADERSHIP**Lead and Manage**

Administered	Conducted	Directed	Executed	Led	Represented
Appointed	Contracted	Developed	Headed	Managed	Strategized
Approved	Controlled	Enforced	Hired	Overhauled	Supervised
Assigned	Coordinated	Ensured	Hosted	Oversaw	Trained
Authorized	Decided	Established	Implemented	Prioritized	
Chaired	Delegated	Evaluated	Instituted	Recruited	

Plan and Organize (Events/People)

Anticipated	Convened	Obtained	Prepared	Recorded	Scheduled
Arranged	Coordinated	Ordered	Processed	Registered	Verified
Contacted	Logged	Planned	Purchased	Reserved	

Plan and Organize (Data/Things)

Consolidated	Grouped	Merged	Organized	Routed	Systematized
Distributed	Implemented	Monitored	Planned	Standardized	Updated
Eliminated	Incorporated	Obtained	Regulated	Structured	Verified
Filed	Logged	Ordered	Reviewed	Submitted	

TEAMWORK**Administrative Support and Customer Service**

Aided	Collected	Explained	Maintained	Processed	Scheduled
Answered	Coordinated	Filed	Offered	Provided	Served
Arranged	Distributed	Greeted	Ordered	Purchased	Supported
Catalogued	Emailed	Handled	Organized	Recorded	Tabulated
Categorized	Ensured	Informed	Performed	Received	
Collated	Expedited	Implemented	Prepared	Resolved	

Collaborate and Build Relationships

Collaborated	Consulted	Cooperated	Coordinated	Liaised	Reached out
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INITIATIVE**Create and Modify**

Authored	Conceptualized	Formed	Integrated	Produced	Visualized
Began	Constructed	Formulated	Introduced	Revamped	
Built	Created	Founded	Invented	Revised	
Changed	Customized	Generated	Launched	Shaped	
Combined	Designed	Illustrated	Modified	Staged	
Conceived	Established	Initiated	Originated	Updated	

Help and Guide

Advocated	Cared for	Coordinated	Guided	Referred	Supplied
Aided	Contributed	Ensured	Intervened	Rehabilitated	Supported
Assisted	Cooperated	Furthered	Offered	Served	Volunteered

Teach and Mentor

Adapted	Counseled	Encouraged	Familiarized	Modeled	Taught
Advised	Demonstrated	Evaluated	Individualized	Motivated	Trained
Clarified	Educated	Explained	Instructed	Simplified	Tutored
Coached	Enabled	Facilitated	Mentored	stimulated	

Adapted from Boston University Center for Career Development

PROFILE/SUMMARY STATEMENTS TUTORIAL AND EXAMPLES

A profile/summary is an authentic, distinctive expression of your personal brand.

Your profile statement should:

- Identify who you are and the opportunity (role, industry, position) sought
- Summarize the skills and accomplishments detailed in the resume
- Contain targeted keywords relevant to the qualifications outlined in the job description(s)

TIP: Try writing your Profile Statement last!

SAMPLE 1:

Passionate, collaborative educator with strong dedication and enthusiasm for student growth and development, while providing a safe and welcoming environment to learn. Strong communicator, organizer, and problem solver. Seeking a Student Teaching position. Competent with Google Suite (Docs, Forms, Sheets and Slides), YouTube and MS (Word, Excel and PowerPoint).

SAMPLE 2:

Environmental Studies graduate seeking Field Coordinator position. Meticulous, critical thinker experienced in research, data analysis and project management. Strong verbal and written communication. Proficient in MS (Word, Excel, PowerPoint and Project) and SPSS.

SAMPLE 3:

Creative content writer with proven experience using social media to increase awareness of and donations to local non-profit organizations. Collaborative in nature, equally able to manage projects independently. Seeking summer internship in public relations.

SAMPLE 4:

Dynamic, highly motivated Psychology major seeking fieldwork placement. Empathetic, positive collaborator and mental health advocate motivated to work in the Services Industry. Exceptional communication, rapport building and counseling skills.

Career Services | www.ramapo.edu/cahill
Pathways Programs | www.ramapo.edu/pathways



Career Center (C209)
(201) 684-7444
careercenter@ramapo.edu
Hours: M-F: 8:30am-4:30pm
Summer Hours: M-Th: 8:00am-5:15pm

ASB Career Center (ASB 513)
(201) 684-7675
careercenter@ramapo.edu
Hours: M-F: 8:30am-4:30pm
Summer Hours: M-Th: 8:00am-5:15pm