

Resume 101

What is it? A self-promotional marketing piece that outlines your education, work experiences (including internships and school projects), accomplishments, and job-related interests.

A strong resume is **one page** unless you have more than 5 years of professional experience.

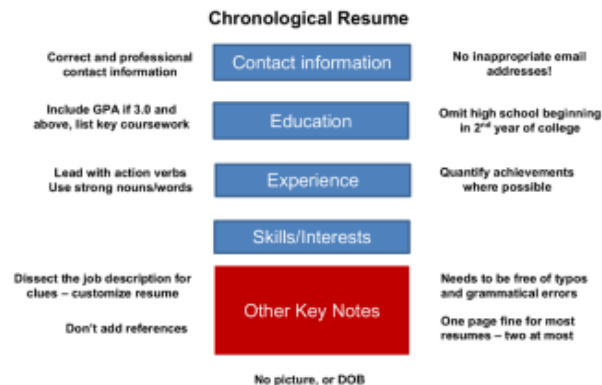
Your resume should **honestly** reflect key highlights of your education, coursework, internships, jobs, skills, activities, honors, publications, language skills, and impactful community service/leadership efforts **concisely**. It should be visually appealing, professional, and readable.

General Tips:

- Resume experiences should be in reverse chronological order - starting with the most recent experience
- Use clear contact information so a recruiter can reach you
- Do **not** list references
- Be consistent with all formatting (left/right alignment, spacing, how dates are shown)

Style Tips:

- Use easy-to-read fonts such as Times New Roman, Arial, or Calibri
- Stay between sizes 10.5 and 12-point font except for your name, which should be larger and bold
- Ideal margins are .75 but should not be smaller than .5
- Use larger font, bold, italics, or CAPS for section titles
- Convert resume to a PDF when emailing and save it as
LAST NAME_ FIRST NAME_ RESUME
- Use a professional email address on your resume, **not** ilovepuppies@gmail.com
- Do not include a photo of yourself
- No color font



Have your resume reviewed by a Career Development staff member.

Contact, careerdevelopment@hartwick.edu or schedule an appointment on Navigate.

Susan Hawk

1 Hartwick Drive, Oneonta, NY 13820
(cell): (607) xxx-xxxx (e-mail): hawks@hartwick.edu

EDUCATION

HARTWICK COLLEGE Oneonta, NY
BA Psychology Minor: Social Work August 2020 - Present

- Coursework: PSYC 307 Child Development, SOCI 240 Women and Social Change, THEA 116 Dance Rehearsal & Performance
- GPA: 3.5
- Dean's List Fall 2020- Present

WORK EXPERIENCE

Planet Fitness Oneonta, NY
Receptionist September 2021- Present

- Greet customers upon entering the gym and provide satisfactory customer service
- Ensure all machines and areas are sanitized and safe

Hartwick College Career Development Remote
Social Media Intern February- May 2022

- Created social media content utilizing Instagram, TikTok, and Facebook to promote and engage audiences in real-world career topics
- Utilized Canva and Photoshop to create graphic design templates for all social media content
- Increased followers by 20% over a 13-week semester

Applebees Oneonta, NY
Host/Greeter August 2020-November 2020

- Greeted and seated all customers and resolved customer issues as needed.
- Ensured a clean and safe environment for customers

McDonald's Oneonta, NY
Team Member July 2018-January 2019

- Collaborated with a team to complete all orders and transactions for efficient delivery
- Managed the cash register by balancing and counting at the end of each shift with 100% accuracy

KEY ACTIVITIES AND LEADERSHIP

- Hartwick College Women's Soccer Team (August 2021- Present)
- Student Government Association (September 2020- Present)

SKILLS AND INTERESTS

- Beginner reading, writing, and conversational Spanish
- Intermediate Google Docs, Microsoft Word, and PowerPoint
- Interests: Running, Reading, and Hiking