



LAKE FOREST
COLLEGE

Career Milestone Guide: Building a Resume

Step 1: Create a list of your past experiences

Start by making a list of everything you have done in the past four years. The key is to include anything that allowed you to learn important skills (interpersonal, computer, time management, teamwork, etc.) or that may be related to your career goals. Each experience should include the name of the organization, the location of the organization, your title or position and the dates that you worked or were involved with the organization. The skills you learned are the returns on impacts of your contribution.

The following are some ideas for content you might include on your resume:

- Athletics
- Clubs and Organizations
- Leadership Experience
- Volunteering
- Study Abroad
- Travel (when relevant)
- Coursework
- Awards
- Scholarships
- Internships
- Part-time Jobs
- Computer Skills
- Research Experience
- Class Projects
- Language Skills

Think your list looks a little sparse? It's time to get moving! There are over 50 ways to get involved on-campus. Check out a [list of student activities and clubs](http://lakeforest.edu/studentlife/activities/clubs) at lakeforest.edu/studentlife/activities/clubs.

Step 2: Choose a format that best highlights your skills & achievements

Below is a description of the most commonly used resume formats. Make sure to pick the format that best highlights your skills and achievements.

- **Chronological:** Outlines your qualifications and work history in order by date, starting with the most recent qualification. The most commonly used resume format.
- **Functional:** Organizes your experiences based on skills that relate to your position.
- **Combination:** Combines elements of chronological and functional resume.

Most students will use the chronological format as it is preferred by employers. Below is an outline of a chronological resume:

Name and Contact Information

Education
Work/Internship/Volunteer Experience
Honors & Awards
Additional Skills

Step 3: Edit, review and add details

Once you have created a list of experiences and chosen a format, add descriptions to each section to highlight your skills and achievements. Use action verbs to highlight your skills and to present yourself in a dynamic way.

EDUCATION: Start with the most recent degree first and work your way back. First and second year students can also list high school degrees in this section. Include the name of college or university, the degree to be earned, the anticipated graduation date, major(s) and minor(s). List GPA if 3.0 or higher.

Formatting Example:

EDUCATION

Name of the Institution, Location
Degree:

Expected (Year)
GPA

Resume Sample:

EDUCATION

Lake Forest College, Lake Forest, IL
Bachelor of Arts in Biology and History

Expected May 2014
GPA: 3.3

EXPERIENCE: Describe jobs, internships, and volunteer work. Start with most recent experience first and work your way back. Include: job title/role, name of organization, location (city and state), and dates worked. For each entry, describe the work you did using an action verb and a results statement. **For help, check out the list of suggested [Action Verbs and Results Words](#) in the Resource Library!**

Formatting Example:

WORK EXPERIENCE

Name of the Organization, Location
Position

Dates Involved

- Action Verb – Work you did – Results

Resume Sample:

WORK EXPERIENCE

Guitar Center, Dallas, TX
Sales Associate

May 2013 – July 2013

- Provided customers with key product information reflecting their needs and goals resulting in exceeding sales goals by 20% for three months

Additional Formatting Example:

LEADERSHIP EXPERIENCE

Name of the Organization, Location

Dates Involved

Position

- Action Verb – Work you did – Results

Resume Sample:

LEADERSHIP EXPERIENCE

Alpha Phi Omega Service Fraternity, Lake Forest College

05/13 – 07/13

Associate Member

- Advertised residential hall recycling drive that resulted in 80% increase in recycling

HONORS & AWARDS: Describe any leadership experience, clubs or organizational membership, and other notable achievements. Include: position title, name of organization, location (city and state), and dates involved. For each entry, describe the work you did using an action verb and a results statement.

Formatting Example:

HONORS AND AWARDS

Name of Honor or Award

Date Awarded

- Description of the Honor or Award

Resume Sample:

HONORS AND AWARDS

Gates Leadership Scholar, Lake Forest College

August 2013- Present

- Awarded to incoming students with a proven record of leadership skills and the potential for future growth; complete leadership certificates each semester to continue developing skills in topics like communication, conflict management, and teamwork.

ADDITIONAL SKILLS: List any computer systems, language skills, office equipment and software programs you may be proficient in. Avoid listing “soft” skills such as leadership, organizational skills, etc. as these should be evident in your experience descriptions.

Formatting Example:

ADDITIONAL SKILLS: Description of skills

Resume Sample:

ADDITIONAL SKILLS: Fluent in Spanish; Proficient in Microsoft Excel and PowerPoint