

Writing Your Resume

A resume is a snapshot of your experiences, skills, and accomplishments. Employers extend interviews to those whose resumes articulate the match between their qualifications and the responsibilities of the job opening. As an important tool in your job search, your resume should be written and reviewed with care.

Key Concepts: Recency and Relevancy

If you are unsure of which experiences to include on your resume, consider how long ago they occurred and how relevant they are to your job target.

Helpful Tips

- Maintain up-to-date contact information
- Keep format consistent throughout
- List highest/most recent degree first
- Lead with most relevant experiences
- Use reverse-chronological order, starting with your most recent experiences (by end date) and working back in time
- Mirror the language of the job posting
- Use succinct bullet point statements
- Avoid starting bullet points with “I”
- Start bullet points with a strong verb and use appropriate tense – present or past for current or past experiences.
- You may include additional experiences that demonstrate transferable skills, but be sure to focus on the relevant ones first
- Check format, spelling and grammar
- Have someone else review your resume before submitting it to employers, such as a mentor in the field, professor, or career counselor

Sample Resume

Victor E. Bull

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EDUCATION

University at Buffalo – The State University of New York

Master of Social Work, Expected May 2021

- Phi Alpha National Social Work Honor Society – Rho Kappa Chapter

State University of New York (SUNY) College at Buffalo

Bachelor of Arts in Psychology, May 2019

EXPERIENCE

Case Management Intern, BryLin Hospital, Buffalo, New York, October 2019 – May 2020

- Counseled youth who were referred for various mental health concerns in an inpatient program
- Managed a caseload of 15 patients, ages 12 – 17
- Conducted one-on-one intake assessments to document patient history
- Developed behavioral goals and objectives for all cases and wrote up daily evaluations
- Referred clients to community resources upon discharge

Group Home Residential Intern, People Inc., Buffalo, New York, June 2019 – August 2019

- Provided support for emotionally disturbed and/or juvenile delinquent male residents
- Planned and implemented educational and social programs

COMMUNITY ENGAGEMENT

Volunteer, Friends of Night People, Buffalo, New York, Fall 2018 – Present

- Collect and sort clothing and food donations to be distributed to those in need

Youth Mentor, Big Brothers Big Sisters of Erie, Niagara & The Southern Tier, June 2015 – Present

ADDITIONAL EXPERIENCE

Manager, Bellavia’s Family Restaurant, Amherst, New York, April 2013 – May 2019