

BENNINGTON

Building Your Professional Resume

Having a strong resume is crucial before you begin applying to jobs. Go over the below guidelines to craft your resume and then meet with an FWT & CDO staff member early in the term to make sure it's error free before you start sending it out.

A good resume must have...

- An easy to read format with a clear header, identifiable sections, and consistent formatting.
- A focus on essential, professional information most relevant to the position.
- Clear, action oriented accomplishment statements using action verbs.

Include all of these components

- Identification (in header): Full name, current/permanent address, phone number, email. Note: Make sure that your voicemail message and email name sound professional.
- Education: Institution(s) attended, location (city, state), degree earned or in progress, area of concentration, graduation or anticipated graduation dates, relevant coursework, awards/honors earned, GPA.
- Experience: Work/research/volunteer experience listed with the most recent first.
- Skills: Computer/software skills, language proficiencies, research techniques or technical knowledge.
- Note: You may also add components such as: "Honors and Awards" or "Interests." Only add these sections if they add key value.

Make your resume short, specific, and focused on the job description

- Tailor your resume to the job. The average reader spends seconds skimming a resume. Your resume should visually and verbally make the reader understand why you are a fit.
- If you are applying to two different types of positions, each should have its own resume with tailored content (for example, one for visual arts, another for social action).
- Unless you have been in the field for more than 10 years, limit your resume to one page.
- Quantify whenever possible. For example, if you worked as a camp counselor, indicate the number of children you were responsible for overseeing and their ages.

A list of things to avoid

- Computer templates. Though tempting, most strong resumes are custom made.
- High School information. Unless you are a first year student, do not include this unless it is directly relevant to the position.
- Lying. It sounds obvious, but if you did not graduate, do not indicate a degree. If you earned a Bachelor of Arts (as all Bennington College students do) do not list a BS or BFA. If you have not started working someplace yet, do not put it on your resume.
- Inconsistency in formatting and typographical errors. Proofread your resume. Many applicants lose job opportunities just because of typos.
- Non-standard fonts, colored/designed paper, graphics. The content of your resume should make it stand out, not the formatting. A resume is a clean, professional document.
- Overuse of emphasis tools. If everything is bold or italicized, nothing is emphasized.
- Subjective language. Leave out subjective language such as "kind" or "caring" when describing your roles. Resume language should be action and outcome oriented.

Tips for Elevating Your Resume Beyond the Basics

On the following pages, you'll find a sample resume and cover letter of a current first-term sophomore "Brianna Bennington," applying for an FWT graphic design internship. Below are some guiding principles reflected in her resume that are useful to follow no matter what your field.

- **Education**

As a Bennington student, you should describe your Plan in a way that is succinct and understandable for an outside audience. For example, if your Plan focuses on "marginalized voices in literature and the arts," you might list your concentration as "Literature / Visual Arts" next to your Bachelor of Arts degree. To include your full plan title, do it in a way that won't leave the reader confused. You can always describe your Plan in more detail in your interview, and employers will likely be interested in your creativity and self-designed work. Be sure to include your expected graduation year and any coursework that is relevant to the job you are applying to, especially if you don't have extensive experience in that field. For example, if you are applying for a graphic design job, list 3-4 abridged course titles that bolster your design experience, especially advanced or independent study coursework. Also, make sure to list any honors, scholarships, or awards, all with clear descriptive titles.

- **Relevant vs. Additional Experience**

As a Bennington student, you will likely have a wide range of experience, not all of which relates to what you want to do in your career. In order to highlight your most relevant experience, while still adhering to conventions of chronology (displaying your experience in order from most recent to least recent), you can create two sections. For example, as a prospective graphic design intern you can help the reader by creating a "Design Experience" section, followed by a separate "Additional Experience" section, and separate your work experience accordingly. Be sure to include long-lasting positions or other positions that show skill sets and responsibilities which might be useful to your employer (examples of team-based work, leadership roles, etc.).

- **Strong, Curated Accomplishment Statements and Skills Section**

When describing your work, make sure to order your accomplishment statements so that your most relevant

tasks appear first. For example, you'll see in Brianna Bennington's resume for a graphic design and website editor position that she placed her design and social media tasks in the Bennington College Admissions Office before her touring responsibilities. This way, if an employer is only skimming her resume, she knows that the most relevant tasks won't be overlooked. The same is true of her skills section. It specifies that these are her "Technology and Communication" skills, because those are the skills that are most relevant to the position she's applying for.

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List of Action Verbs for Resumes & Professional Profiles

Management/ Leadership Skills

administered analyzed appointed approved assigned attained authorized chaired considered consolidated contracted controlled converted coordinated decided delegated developed directed eliminated emphasized enforced enhanced established executed generated handled headed hired hosted improved incorporated increased initiated inspected instituted led managed merged motivated organized originated overhauled oversaw planned presided prioritized produced recommended reorganized replaced restored reviewed scheduled streamlined strengthened supervised terminated

Communication/ People Skills

addressed advertised arbitrated arranged articulated authored clarified collaborated communicated composed condensed conferred consulted contacted conveyed convinced corresponded debated defined described developed directed discussed drafted edited elicited enlisted explained expressed formulated furnished incorporated influenced interacted interpreted interviewed involved joined judged lectured listened marketed mediated moderated negotiated observed outlined participated persuaded presented promoted proposed publicized reconciled recruited referred reinforced reported resolved responded solicited specified spoke suggested summarized synthesized translated wrote

Research Skills

analyzed clarified collected compared conducted critiqued detected determined diagnosed evaluated examined experimented explored extracted formulated gathered identified inspected interpreted interviewed invented investigated located measured organized researched searched solved summarized surveyed systematized tested

Technical Skills

adapted assembled built calculated computed conserved constructed converted debugged designed determined developed engineered fabricated fortified installed maintained operated overhauled printed programmed rectified regulated remodeled repaired replaced restored solved specialized standardized studied upgraded utilized

Teaching Skills

adapted advised clarified coached communicated conducted coordinated critiqued developed enabled encouraged evaluated explained facilitated focused guided individualized informed instilled instructed motivated persuaded set goals simulated stimulated taught tested trained transmitted tutored

Financial/ Data Skills

administered adjusted allocated analyzed appraised assessed audited balanced calculated computed conserved corrected determined developed estimated forecasted managed marketed measured planned programmed projected reconciled reduced researched retrieved

Creative Skills

acted adapted began combined conceptualized condensed created customized designed developed directed displayed drew entertained established fashioned formulated founded illustrated initiated instituted integrated introduced invented modeled modified originated performed photographed planned revised revitalized shaped solved

Helping Skills

adapted advocated aided answered arranged assessed assisted cared for clarified coached collaborated contributed cooperated counseled demonstrated diagnosed educated encouraged ensured expedited facilitated familiarize furthered guided helped insured intervened motivated provided referred rehabilitated presented resolved simplified supplied supported volunteered

Organization/ Detail Skills

approved arranged cataloged categorized charted classified coded collected compiled corresponded distributed executed filed generated implemented incorporated inspected logged maintained monitored obtained operated ordered organized prepared processed provided purchased recorded registered reserved responded reviewed routed scheduled screened set up submitted supplied standardized systematized updated validated verified

More Verbs for Accomplishments

achieved completed expanded exceeded improved pioneered reduced (losses) resolved (issues) restored spearheaded succeeded surpassed transformed won

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Turning Jobs into Accomplishments

For many the hardest part of the resume writing process is crafting clear, compelling accomplishment statements that describe what you did at a particular job, and what was the value of your work.

Step 1: Highlight your accomplishments, instead of listing your job duties

Choose one job or volunteer opportunity that you have completed that is particularly relevant to your desired FWT site. Note: This doesn't need to be a paid position or a prestigious job. You can communicate important skills from any work experience, including babysitting, office support, food service. etc. Start by compiling a list of all the things that you did at that job that highlight your abilities. Below are some questions to think about as you work on describing your accomplishments.

- What did you do that was above and beyond the key duties involved in your role?
- What initiative did you take to do work outside of your assigned role?
- Were you ever recognized for your work by a supervisor or coworkers? When and why?
- What problems did you solve? How did you help to improve work flow or outcomes?
- What made you good at your job? What value did you offer to the team?

Step 2: Show, don't tell, what you did

Next, take your list, and add in as many facts, figures, and numbers as you can. How many people were impacted by your work? By what percentage did you exceed your goals?

If you don't have figures, talk about innovation and creativity, in your techniques and work process. Try to give the reader a context to understand your unique contributions.

Step 3: Add the value to the organization

Then, take each statement one step further and add in what the benefit was to your supervisor or your organization. By doing this, you clearly communicate not only what you're capable of, but also the direct benefit the employer will receive by choosing to work with you.

So, say you have "researched facts about 20 works of art" on your list. Instead, write something like "researched and created profiles of 20 works of art in the collection, to highlight key information in an engaging manner for the museum's visitors."

Brianna Bennington

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EDUCATION	Bennington College , Bennington, VT BA in Visual Arts, June 2018 <i>Relevant Coursework:</i> Web as Artistic Platform, Social Practices in Art, Introduction to the Moving Image
HONORS	Recipient of Brockway Merit Scholarship, Bennington College, 2014-2018; National Merit Finalist, 2013
DESIGN + COMMUNICATION EXPERIENCE	Bennington College Office of Admissions , Bennington, VT <i>Admissions Intern</i> , September 2015 - Present Write original content for Admissions official Tumblr blog, a key component of the College's social media strategy. Maintain Facebook communications with incoming freshman, aimed at fostering engagement and class camaraderie. Correspond with potential and current applicants, answering questions via e-mail and telephone with a personalized approach. Selected to lead individually-tailored campus tours for prospective students, one of the College's highest yielding admissions efforts. Build This Together , Auckland, New Zealand <i>Design Intern</i> , January 2015 - February 2015 (7 week internship) Worked with a dynamic team to design a playground for an inner city elementary school with low funding using AutoCAD and SketchUp. Designed and built concrete furniture required to be inviting and idiosyncratic for use in a public art space and garden. Assisted in the design and maintenance of planters made from recycled wood pallets on site. Photographed project sites for use in design process. Contributed to concept development meetings with clients. Monroe Woodbury Gazette , Monroe, NY <i>Assistant Editor</i> , September 2013 - June 2014 Led a small team of students in pitching, researching, composing and editing stories pertinent to students at Monroe Woodbury High School. Designed layout of bi-weekly paper using Adobe InDesign. Edited relevant photos using Adobe Photoshop. Formatted content for online viewing. Worked with Managing Editor to organize distribution of newspapers.
OTHER EXPERIENCE	Small Claims Courts , Manchester, VT <i>Court-appointed Mediator</i> , August - December 2015 (college course practicum) With a team of other certified mediators, mediated small claims court cases assigned by a justice of the Manchester court. Heard parties' complaints and defenses, established concrete details of cases, and facilitated negotiation between parties to reach settlement of disputes without court ruling. Alive Café , Monroe, NY <i>Barista</i> , June 2014 - August 2014 Worked in a fast-paced café and bakery serving award-winning Intelligentsia coffee while maintaining efficiency and a professional, upbeat demeanor. Crafted artisan coffee with speed and artistry. Managed all aspects of café upkeep, including customer service, stocking, daily cleaning, dishwashing, closing and opening tasks. Worked within a team to provide outstanding service.
DESIGN SKILLS	Competent in Adobe Illustrator, Photoshop, InDesign and Acrobat. Comfortable designing layouts in Squarespace and WordPress. Experienced with AutoCad and SketchUp. Basic understanding of HTML and CSS.
LANGUAGE AND COMMUNICATION SKILLS	Fluent in social media platforms (Facebook, Twitter, Instagram, and Tumblr). Skilled with both Microsoft and Apple computers. Comprehensive understanding of Spanish. Competent with Avid ProTools and Logic. Fluent in Microsoft Word and PowerPoint. Comfortable with Microsoft Excel.