



CAREER SERVICES CENTER

RESUME RESOURCE FOR MAJORS UNDER PEOPLE AND SOCIETY

(Information is to be used as a guidance and not repeated verbatim)

PREFACE

Are you interested in applying for a job that is focused on culture, history, politics, or social change? Does the job description require or recommend that you have taken courses in any of the following areas?

- Administration of Justice
- Anthropology
- Communication Studies
- Cultural Resource Management
- Economics
- Environmental Studies
- Geography
- Global Studies
- Liberal Arts – Social and Behavior Science
- Political Science
- Psychology
- Public Policy
- Social Justice Studies: Women, Gender and Sexuality
- Sociology

Then, this resume guide can help you get started. Note, there are some industries and positions that may require you to show your professional experience and development by way of a curriculum vitae (CV) or portfolio. If this is the case or if you are unsure, please seek guidance from the Career Services Center at SMC.

CREATING YOUR RESUME

Your job search is in full swing. You've done your research. You know which companies/organizations you want to work at, now it is time to create an award-winning resume that is always up to date. The goal of a resume is to market your skills, experiences, and accomplishments, supplement a standardized job application, and most importantly, a way for you to obtain a phone and/or in-person interview. You should always use your resume as a guideline, as you prepare for an interview. During an interview, an employer may also use your resume to guide the interview. Never misrepresent yourself. It can come back to you.

Aesthetics: Craft a resume that is neat, easy to read, and professional. Be consistent in font choice, text size, type of heading, etc. For example, don't use caps for one job title and lowercase for the next job title. Try to avoid a busy resume. Leave generous margins. Avoid anything too flashy. You want an employer to be dazzled by your skills, knowledge and experiences and not distracted by images.

Content: On average, employers spend less than 6 seconds reviewing a resume, so it essential to tailor your resume to the position you want. Make sure your resume is well-organized and avoids abbreviations. Appearance matters! To stand out from other candidates, create a document that is clearly written, error-free, and of high-quality content. Include experiences and accomplishments that are most relevant to the job description. If needed, include transferable skills. Do not include clip art, photographs, or other personal data information such as age, weight, height, social security number, driver's license, birthdate, or marital status.

Layout: Start off with a blank document. Templates are usually not recommended because they may not allow you to easily move information or change bullets, fonts, or text sizes.

- **Accuracy:** Review your resume. Check for proper grammar, spelling and punctuation. Don't rely on spell check. Ask several individuals to review your resume and provide feedback. Schedule an appointment to have your resume reviewed by the Career Services Center at SMC. Make sure your resume is 100% error free.
- **Font:** Use a font that is easy to read. Avoid script fonts or fonts with too much design. Keep your font type size between 10 point and 12 point. Times New Roman, Arial, Calibri and Cambria are good choices.
- **Hard Copy (Paper)** Use a high-quality paper stock. Typically, white, ivory, off-white or a very light grey are generally used. Avoid paper that has patterns and can give an unclean appearance when



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photocopied. You should use the same paper for your cover letter and list of references. Don't fold, photocopy, double side, or staple your resume.

- **Digital Versions:** For online job applications or when sending resumes via email, always convert your resume to PDF (Portable Document Format). Do not provide digital versions of your resume in Microsoft Word or Google Doc. Converting to PDF will preserve your formatting. When saving your document, always include your first and last name in the title of your file.
- **Length:** It is also recommended that new professionals, keep their resume to 1, no more than 2 pages. Check with the Career Services Center if you feel the need to extend to more than one page. To narrow down your resume, remove content that is not closely related to the job description. Make sure to pay attention to any applications that have a page, word, or character count limit.
- **Margins:** Use an appropriate amount of whitespace throughout your resume. Your resume should not look crowded. Standard practice is .8-inch to 1.5-inch margins, .5 for more experienced.
- **Order:** Each section of your resume, should always follow a reverse chronological order (most recent listed first, followed by older dates). Place your most important information at the top of your resume. See Career Services for exceptions to the education section.

CRITICAL ELEMENTS OF YOUR RESUME

Know there is no correct way to frame your resume, but there are some best practices and standards. The following elements, unless noted as optional, appear on every resume used to apply for different types of positions.

Heading: The heading needs to include your first and last name and the following contact information. Use the same header for your resume, cover letter, references, etc. When posting your resume on the Internet, consider whether you want your resume to be public. This may determine what information you list.

- **Name:** It should be a larger font type size that makes your name stand out, easy to read, but not look out of place. The font type size can range from 16 to 22 point and bolding is optional. Make sure your name matches your resume, cover letter, online application materials, calls to references and background checks. If you are referred to by a nickname, for example, some international students go by an alternative name and not their given name, one of the ways to list your name is
 - First or Given Name "Preferred Name" Last Name, Surname or Family Name
- **Address:** Typically, listing your address is standard on resumes. However, as the landscape of communication changes, your address is sensitive information that you should list on your resume if you feel comfortable. Check to see if the job application requires a physical address on the resume. Some alternatives to listing a physical address include
 - City, State
 - City, State, Zip Code
- **Email Address:** List a professional email that you check regularly. If an employer needs to contact you, this is one of the methods they may choose to use. A combination of your first and last name is common.
- **Phone Number:** List a phone number with a voicemail set up to receive messages. If you use your cell phone as your contact phone number, be prepared to handle a professional conversation whenever you answer your phone. Make sure to use a professional outgoing message on your phone. For example, "*You have reached the voicemail of Julie Connors, I am sorry I missed your call. Please leave your name, number and a brief message and I will return your call as soon as possible. Thank you.*"
- **Personal website/LinkedIn public profiles:** Only include personal websites/LinkedIn accounts if they are current and up-to-date, relevant and will enhance your chance of obtaining an interview.



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Certifications: List certificates, licenses, and permits and when you received or expect to receive them and if it pertains to a specific area, grade level, skill, etc. Only list certificates/permits related to the job description. Examples might include CPR/First Aid, mandated trainings, permits, etc.

Education: List the institution, city, state and (expected) graduation month/year. Degrees are written in singular form and include the full name of your (expected) degree. You can also include minors. To ensure the name of your degree is accurate, check with the department at the school issuing degrees. At SMC, check with Admissions and Records. GPA should only be listed if it is 3.5 or higher. If space permits, other areas include study abroad, relevant coursework, academic awards, Dean's list, honor societies and merit-based scholarships. Do not include your high school information. If you are planning to include coursework, only list course that are pertinent, especially if your major/degree do not relate to your employment goal. Typically, you should list your educational background with the most recent or advanced degree first, working in reverse chronological order. However, there are some exceptions. See Career Services for more information.

Experience: The area that employers focus the most time reviewing is your experience. Experiences can include paid or unpaid opportunities, part-time or full-time work, internships, volunteer work, significant leadership experience, class projects, service-learning experiences, etc. List the position title, organization name, location (city, state) and start to end date in month and year format. Examples include January 2018 – Present or January 2018 – March 2019. Experiences need to be listed in reverse chronological order (most recent listed first, followed by older dates). Keep in mind that after each experience, there will be bullet points (accomplishment statements) detailing your experience more fully.

Your experience can be listed/grouped together in a variety of ways. Group experiences together based on similarities. If you are limited in space, be sure to focus more on your direct experiences that are related to skills desired by the employer. Again, it is important to choose experiences that are relevant and tailored to the position you want. It is not required to list all your experiences on your resume. These are some examples of how to group your experiences.

- Field, Clinical or Practicum Experience
- Related Experience
- Research
- Volunteer Experience/Community Services
- Leadership Experience:

Accomplishments: After each experience, highlight your accomplishments, skills, and knowledge, using bullet points. Use simple, but professional bullets such as circles and squares. Checkmarks, hands, or pencils bullet points are distracting and deters employers away from your accomplishments. Eliminate words such as "I," "my," and "we" and quantify experiences, whenever possible. Always use present tense if the experience is current and past tense if the experience is no longer being done. List no fewer than 2 bullet points. You want to use keywords and details appropriate to your audience. Therefore, only use the jargon of a profession/technical language, if you are applying for a job within that field. You also want to stress accomplishments according to the skills most relevant to your audience. Less relevant information should be listed later, condensed or removed.

Construct statements that explain what you did in the position, how you did it and the results of your actions (action verb + example + result). Examples include:

- Helped students explore issues of race and gender through multimedia projects
- Tutored an 8th grade student in pre-algebra, using teacher's curriculum to raise student grade from a C



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to B+ over the course of a year

- Assisted with weekly mentoring workshops for LGBTQ youth ages 14-122 using person-centered approaches
- Conducted extensive research and co-developed new department manual on best practices working with refugee and asylum clients
- Consulted on branding, marketing, and advertising from concept direction to design

Accomplishments highlighted might include but are not limited to: management experience, cooperative learning, working with diverse groups, using certain strategies/styles/methods, knowledge/usage of assessment tools, theories, collaboration with others, organizing activities, using technology, innovative techniques, accommodations, etc.

Action Verbs for Resumes						
Accommodated	Achieved	Acquired	Acted	Adapted	Addressed	Adjusted
Administered	Advised	Aided	Amended	Analyzed	Ascertained	Assessed
Assigned	Assisted	Boosted	Built	Calculated	Carried out	Coached
Collaborated	Collected	Combined	Communicated	Compared	Composed	Conceived
Conducted	Constructed	Consulted	Contributed	Coordinated	Corrected	Corresponded
Counseled	Crafted	Created	Critiqued	Deliberated	Delivered	Demonstrated
Designed	Determined	Developed	Devised	Diagnosed	Differentiated	Directed
Distributed	Drafted	Earned	Eased	Edited	Educated	Enabled
Encouraged	Enhanced	Enriched	Ensured	Established	Evaluated	Expanded
Explained	Facilitated	Familiarized	Focused	Fostered	Founded	Gained
Generated	Graded	Greeted	Guided	Helped	Highlighted	Identified
Illustrated	Implemented	Improved	Improvised	Increased	Indicated	Influenced
Informed	Initiated	Instructed	Integrated	Interpreted	Introduced	Issued
Justified	Launched	Lectured	Led	Maintained	Managed	Mapped out
Measured	Mediated	Mentored	Mobilized	Modeled	Moderated	Modified
Monitored	Motivated	Observed	Obtained	Ordered	Organized	Oversaw
Planned	Prepared	Presented	Programmed	Promoted	Provided	Recommended
Reduced	Regulated	Reinforced	Resolved	Restored	Revised	Scheduled
Served	Set goals	Shaped	Simplified	Spoke	Streamlined	Strengthened
Submitted	Suggested	Summarized	Supervised	Supplemented	Supplied	Supported
Synthesized	Tabulated	Tailored	Targeted	Taught	Tested	Tracked
Trained	Translated	Tutored	Updated	Volunteered	Welcomed	

Skills/Language: List only skills that are related to the job description. This area is optional but a great opportunity for you to provide a quick overview of the hard/technical skills you possess. Hard/technical skills include your knowledge of software and computer programs like Office and social media platforms, teaching styles like Reggio or observation instruments like CLASS, writing skills such as translation, editing, or journalism writing or other industry-specific skills like case management and research/data collection. If listing a language, always note your level of proficiency.

Objective: A well-crafted objectives signals to an employer that you are clear about the position you are seeking and the positions available with an employer. This area is optional. Objectives can hinder your chances of obtaining an interview if you list an objective that does not match the position for which you are applying or if it doesn't support the content of your resume. Objectives are often used when posting a resume to an electronic job board or when handing out your resume at a job fair. A great alternative would be to share your interest in a position in your cover letter.

Summary of Qualifications: Typically, this area is optional and reserved for those with more professional



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experience. This area helps employers understand how your experiences fit together. It is a brief opportunity for you to communicate your experience, training, and abilities as it pertains to the specific job.

REFERENCES

List your references on a separate document from your resume. Use the same paper and header as your resume (be consistent). On this page, list 3-5 professional references including current job title, name of agency or organizations with which they are currently affiliated, address, preferred phone number, and email address. In certain cases, you can also list your reference’s professional relationship to you (former supervisor, advisor, etc.). Bring extra copies of your reference list and resume to an interview but only provide them when requested by the employer.

Professional references might include professors, practicum instructors, past and/or current supervisors, volunteer/internship coordinators, co-workers, people you have supervised, counselors, advisors, etc. However, select your references carefully. Make sure they know you well enough to speak on your behalf in a positive way. Do not provide personal references, unless specifically requested by an employer. Generally, roommates, friends, and/or family members do not make good professional references.

Be sure to ask for permission before listing them. Let them know you are applying for a job and there is a possibility, an employer may ask them for a reference. If it has been a while since receiving permission, ask for permission again. It is also important to let your references know whether your name has changed before an employer calls them for a reference check. It is also good practice, to send a copy of your resume to all of your references, a description of the job that you applying to, and examples of experiences that are most relevant to the position you are seeking. It will provide references with a better idea of your skills, knowledge, and experiences. At the end of your search process, be sure to send a thank you note/email to your references, acknowledging them for their assistance.

EMPLOYMENT ASSISTANCE

www.smc.edu/hiresmc is a free searchable employer database, like Indeed.com or LinkedIn, but only available to SMC students. Companies list off-campus jobs (part-time and full-time), internships, on-campus jobs as well as volunteer opportunities.

ADDITIONAL CAREER RELATED ASSISTANCE

The following are the services offered by the SMC Career Services Center to SMC students who are currently enrolled in 3 units or more or are currently enrollment in Counseling 12 or Counseling 16 at SMC. To receive assistance in these areas, please contact the SMC Career Services Center at (310) 434-4337 to schedule an appointment. The Career Services Center is located on main campus (1900 Pico Blvd., Santa Monica, CA 90405).

• Assistance with Major/Career Selection	• Mock Interviews
• Career Exploration and Planning	• Recruitment and Networking Events
• Class/Group Presentations (Request from the instructor)	• Resume and Cover Letter Development, Writing and Critiquing
• Part-Time and Full-Time Employment Resources/Listings	• Applied and Service-Learning Opportunities
• Internship Program and Resources	• Volunteer Opportunities
• LinkedIn Profile Development	• Workshop on Career Relevant Topics
• On-campus Employment Student Help and/or Federal Work Study (FWS) Listings	