

Resume

What is the Purpose of a Resume?

- a concise and job-specific summary of your education, skills, and experiences
- an honest reflection of your professional, extracurricular, and academic experiences
- a marketing document used to secure an interview

What is the Format of a Resume?

Length: ***ONE*** single page!! Should ***NOT*** be any longer!

Format and Layout: clearly organized and easy to scan.

Font size: 10-12 points // **Margins:** 0.5"-1"

Font style: Consistent and legible

Document: Save as a Word or PDF file

Layout: Usually in reverse chronological order

→ list from most to least recent in each section

How to Get Started on your Resume?

Step 1. Get everything down on paper!!

Brainstorm Experiences

- summer jobs
- volunteer work
- extracurricular activities
- student group leadership or membership
- academic or research experiences
- independent or course projects
- work experiences
- internships
- honors and awards
- study abroad/travel

Step 2. Reflect on your experiences.

Evaluate Experiences

- Which experiences were most significant to you?
- Where did you make the most impact?
- Which experiences are most reflective of the type of activities/work/study you'd like to do next?
- What would you like an employer to see about you from your resume?

Parts of a Resume

Definitely include these sections:

SECTION NAME	WHAT IT INCLUDES
Header	Name, email address, and phone number, so the employer can reach you. <i>Optional:</i> LinkedIn profile, professional website, or social media account.
My Header	
Education	School, location, degree, (expected) graduation date, field of study. <i>Optional:</i> Study Abroad, Relevant Coursework, Honors (see below)
My Education	
Experience	Work, internships, volunteering, extracurriculars, projects. Include: organization name, location, dates, your title, and a brief description of your accomplishments. It is likely that you'll have more than one experience section on your resume, with the goal of highlighting your most relevant experiences prominently. Within each section you'll list experiences in reverse chronological order—that is, most recent first. Common experience headings include Experience, Work Experience, Relevant Experience, Leadership, Activities, Research Experience, Project Experience, Volunteer Experience.
My Experience	
<i>Specify the headers you'll use</i>	

～ 大学別エッセイについて ～

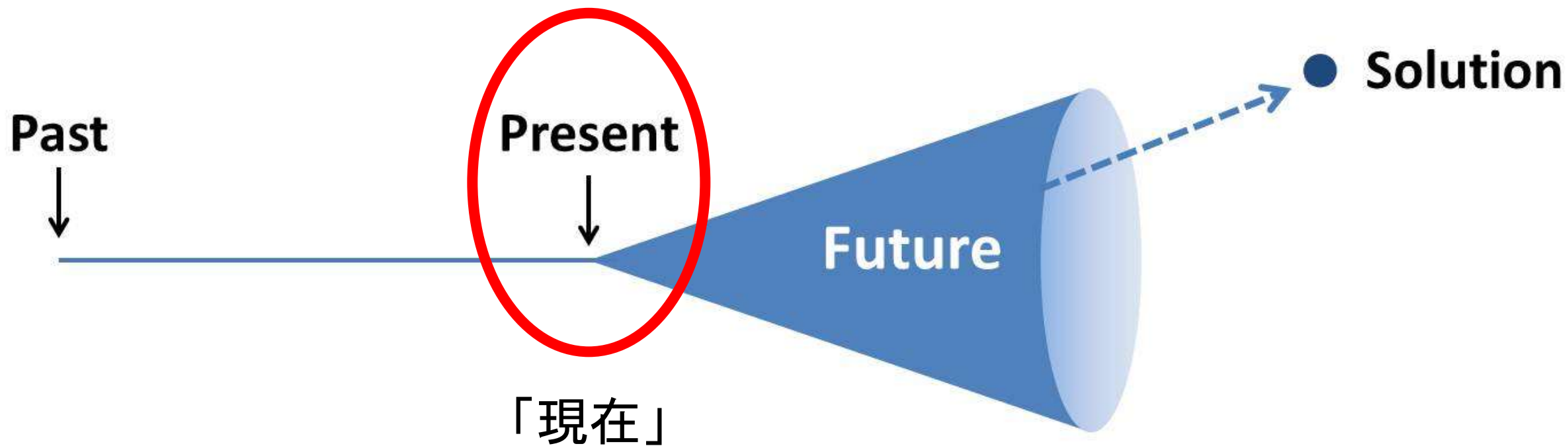
KEY
TO WRITING A GREAT
SUPPLEMENTARY
ESSAY

「過去」「現在」「未来」を描く！

~ Not Just Write But *Illustrate* ~

Show Not Tell

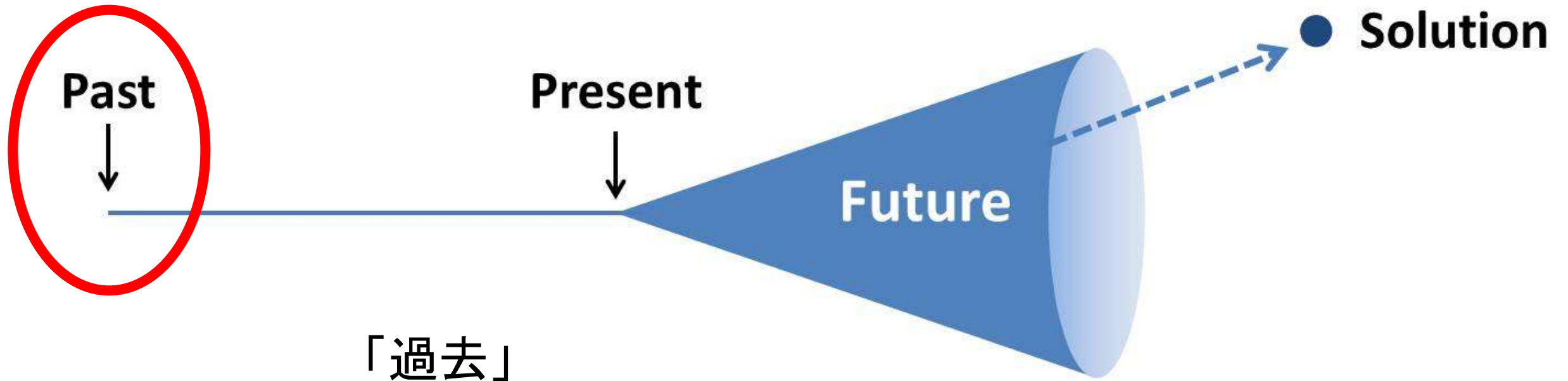




「現在」

自己分析

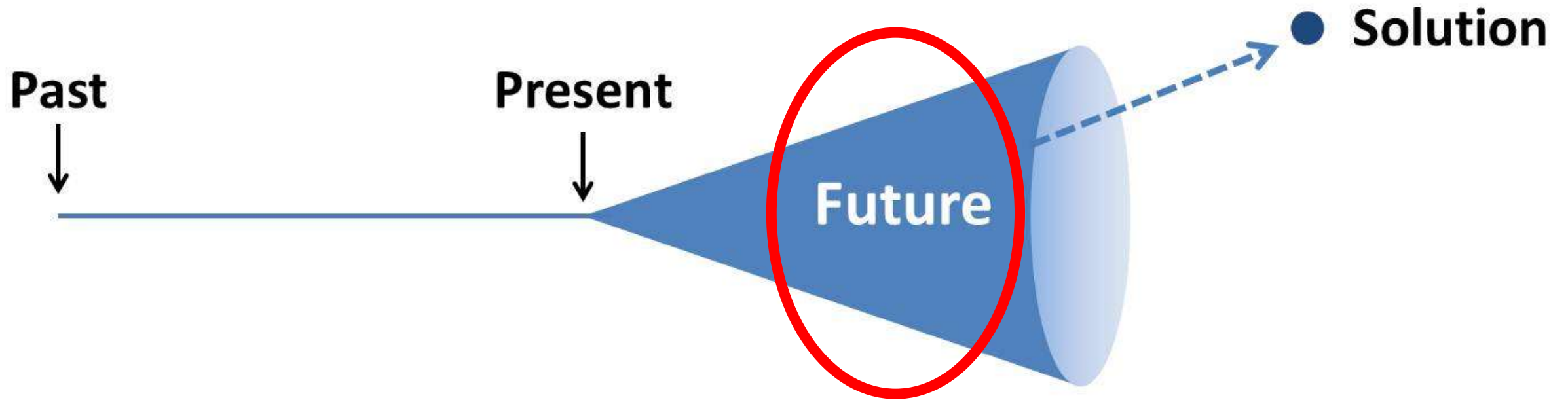
Analyze What Kind of Person You Are



「過去」

振り返り

Reflect on Your Past Activities and Accomplishments
(i.e. what you will include in your resume)



「(短期的と長期的)未来」

今後のビジョン

Imagine Your Life in College and Beyond

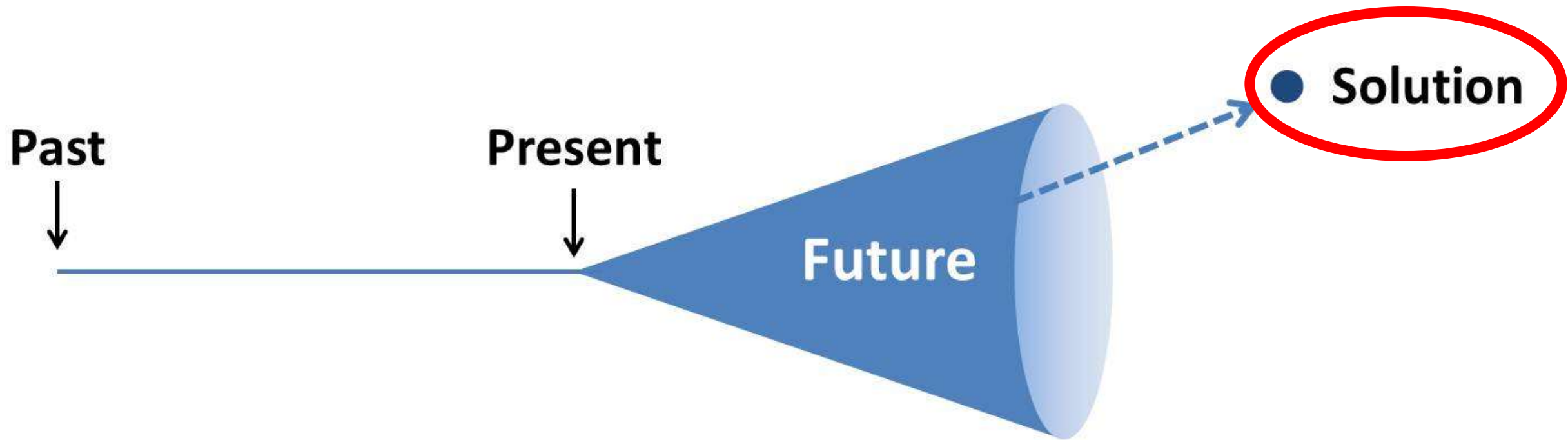
COLUMBIA UNIVERSITY



MEDICAL RESEARCH BUILDING
COLLEGE OF
PHYSICIANS & SURGEON
COLUMBIA UNIVERSITY
1965



Join us for a three course French meal!
WHEN: Friday, November 18
WHERE: Maison Française



「解決方法」

自分の行動が生み出す変化
How Will You Change the World?
(a bit of an exaggeration but...)

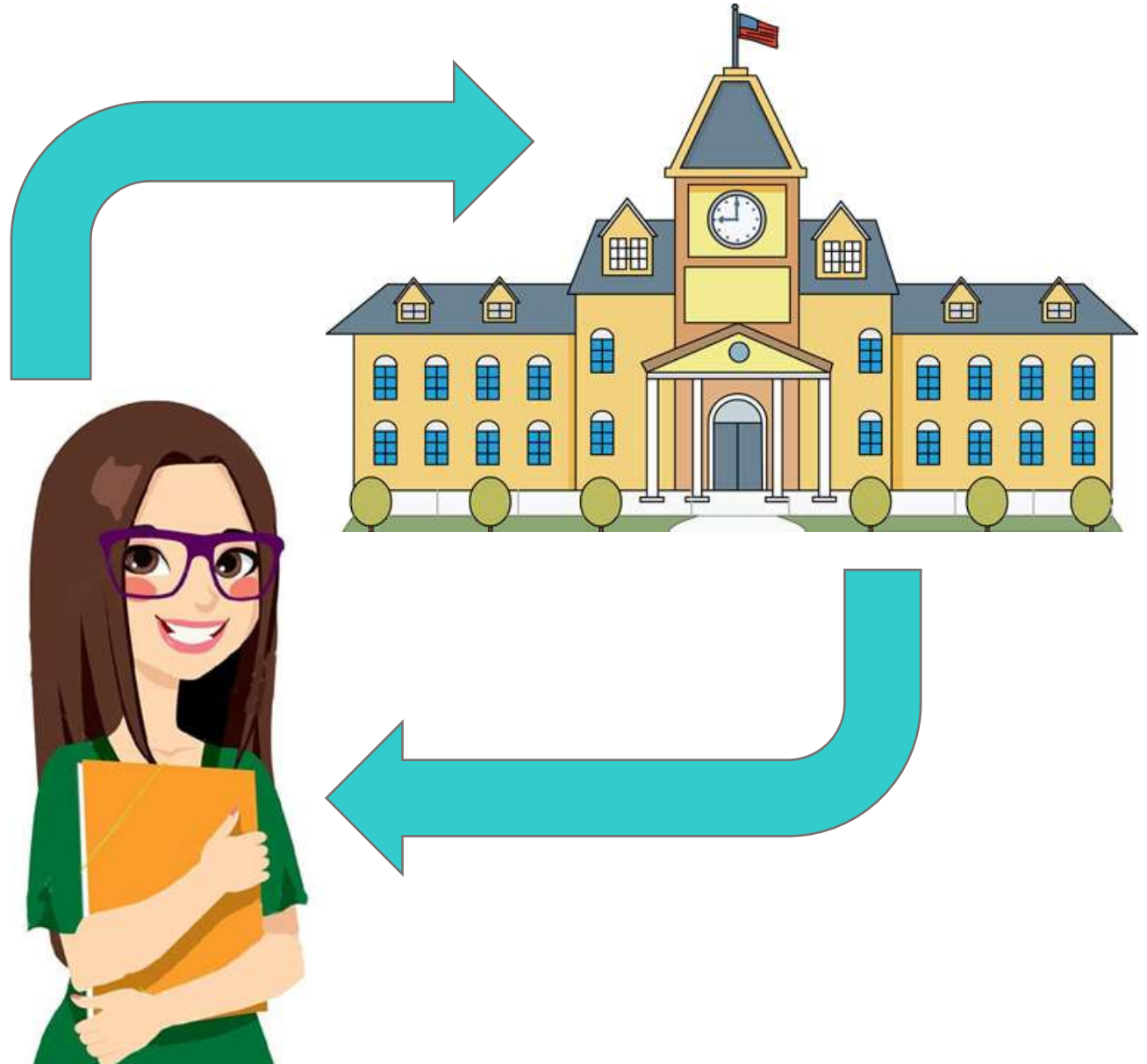
自分は、
今このようなことを問題だと感じている（**現在**）

問題を意識したのは、
このような「きっかけ」があったためだ（**過去**）

よって自分は大学で、このようなことを学び、
経験してみたい（**短期的未来**）

大学での学びや経験は、将来やりたい仕事と
このように結びついている（**長期的未来**）

エッセイの流れ
（例）



(時間があれば／必要があれば?)

～ 推薦状について ～

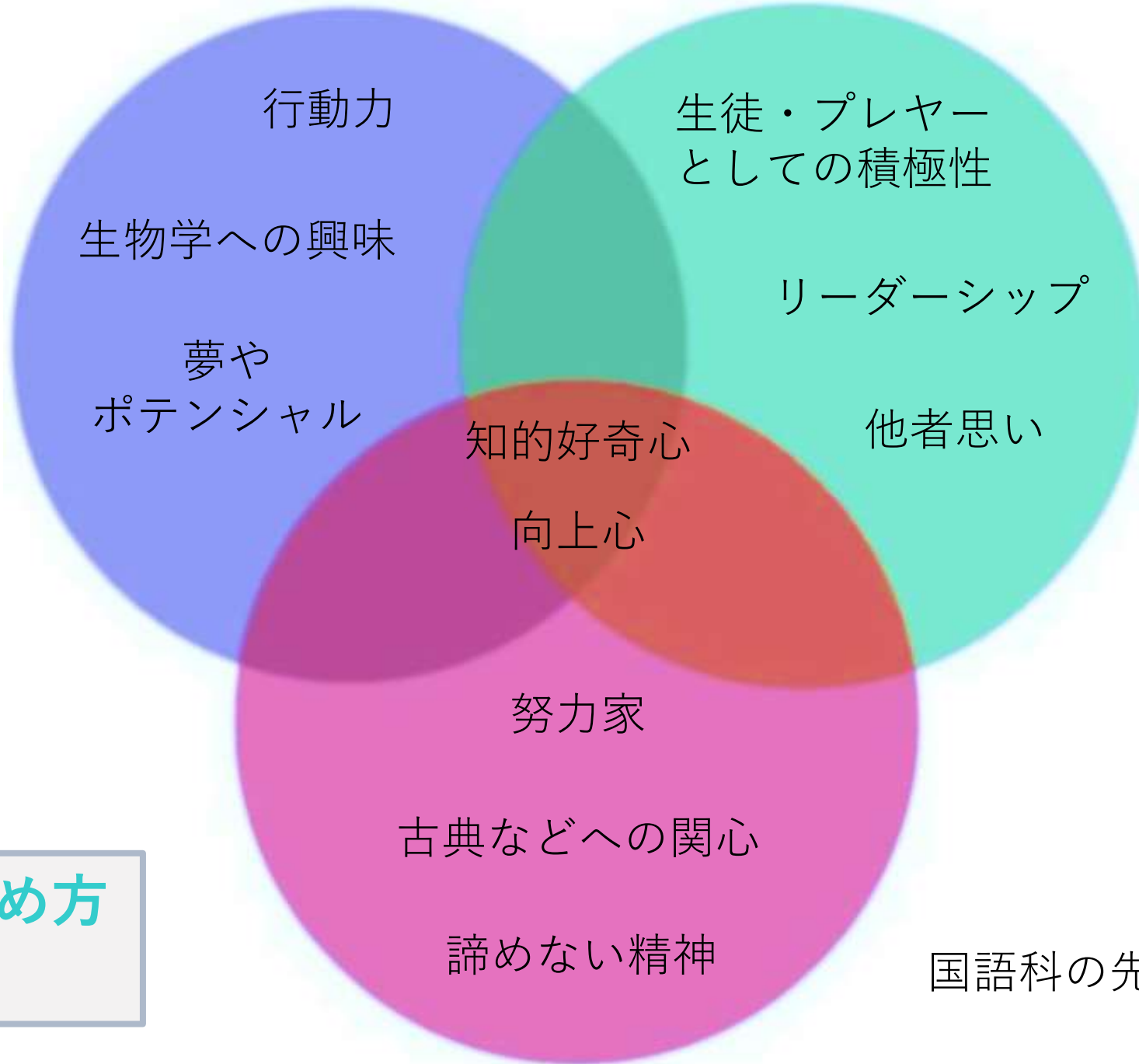
How
to get the
best recommendation letters



Uncompromising Self-made
Kind Ambitious **Honest** Generous Humble Brave
Fighter **Intelligent** Talented Reliable Strong
Outspoken Good Practical **Determined** Powerful Elegant



生物学研究所
の教授



科学科の先生
+ 所属していた
運動部の顧問

推薦者の決め方
(例)

国語科の先生