

“NEEDS HELP” SAMPLE

Jason Amato
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- Objective:** My goal is to find a job that will allow me to mix my loves of sports and writing, either at a newspaper or a magazine.
- Education:** Syracuse University, Syracuse, NY
I will earn my undergraduate degree in May 2008.
- Relevant coursework includes: Introduction to Magazine, News Writing, News Reporting, Introduction to Graphic Arts, Critical Writing, Magazine Editing and Writing.
- Port Washington High School, Port Washington, NY
I graduated with honors in June 2005.
- Employment:** Waiter, Applebee’s Restaurant 2005
-I took orders and cleared tables. I helped ensure a pleasant dining experience for guests.
- Syracuse University Library 2006
-Work part-time at the front desk. I help check out borrowed materials.
- Intern, Lacrosse Weekly
-Here, I assisted the editorial staff. I also contributed ideas for stories and shadowed reporters on game days. On occasion, I fact-checked articles.
- Honors:** -Presidential Scholar -National Honor Society -Student Government Award -SU Dean’s List -SU Chancellor’s Scholarship winner -Port Washington Student of the Month Award –Key Bank High School Essay Award winner –Italian American Collegiate Legacy Award
- Activities:** -Habitat for Humanity -National Society of Collegiate Scholars -Daily Orange

“NOW THAT’S MORE LIKE IT” SAMPLE

Jason Amato

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Experience

EDITORIAL INTERN, Lacrosse Weekly Bethesda, MD Spring 2014
Conducted research and attended press events for senior editors • Brainstormed and presented story ideas in weekly meetings • Shadowed reports on game days; collected data for reports • Fact-checked articles for accuracy ; proofed information with sources

SPORTS WRITER, The Daily Orange Syracuse, NY 2013-Present
Cover women’s tennis and men’s hockey team beats • Attend home and regional away games; write two-four stories per week • Regularly interview coaches, players and NCAA officials

SPORTS REPORTER, Magazine Writing Course Syracuse, NY Spring 2013
Interviewed local professional and collegiate athletes and coaches • Filed one item and feature-length article per week • Conducted background research via Lexis-Nexis and the Internet

Desk Assistant, SU Library Syracuse, NY Fall 2010-Present
Assisted students with reference and research queries • Instructed visitors in use of database • Checked out materials and processed late fees

Waiter, Applebee’s Restaurant Port Washington, NY Summer 2009
Managed team of five • Handled transactions totaling at least \$1000 daily

Skills

- Associated Press Writing Style • LexisNexis • Adobe InDesign, Pagemaker, Illustrator
- Microsoft Excel, PowerPoint, Word • Basic Spanish

Education

S.I. Newhouse School of Public Communications, Syracuse University
Bachelor of Science: Magazine Journalism May 2015
Minor: History

- Dean’s List
- Chancellor’s Scholar

Activities

- National Society of Collegiate Scholars
- Habitat for Humanity

Reasons Why the Second Résumé “Works”

HEADER

- Uses font that is different than body copy (creates more striking visual presence)
- Runs contact information across the page, saving space
- Includes a more professional email address

FORMAT

- Orders sections in terms of what an employer will likely be concerned with first (hands-on experience over degree, for example)
- Bolds and caps draw attention to entries, allowing even a reader who’s just scanning to get a snapshot of the individual’s qualifications
- Uses bullet points to create visual breaks and highlight each detail
- Runs bullet points across the page to save space
- Headers are consistent from entry to entry (organization/co., title, location, stint)
- Uses contrasting font to help reader navigate page

EXPERIENCE ENTRIES

- Orders entries in terms of relevance to employer instead of chronology
- Gives details about those experiences that are most relevant to the employer; gives less detail to those experiences that might be less relevant
- Digs out experiences, such as the D.O., that are buried on version one and adds much needed detail
- Adds the most relevant course project as an “experience” entry instead of listing relevant courses taken
- Cuts the objective, which will be made obvious in the cover letter
- Cuts high school material completely (high school content in the experience section is ok as “filler” – aka until you need the space for something more current/relevant)

EXPERIENCE DETAILS

- Uses fragments and an active voice, instead of narrative
- Qualifies and quantifies experiences explains tasks and responsibilities clearly so there is no room for interpretation
- Organizes order of details by relevance to employer
- Explains facets of experiences that are either of value to employer or that show sense of character/ethic (Applebee’s entry, for example, displays trustworthiness and leadership skills)

EDUCATION / HONORS / SKILLS

- Lists education clearly and concisely
- Included relevant academic honors under “education” and cuts non-collegiate awards to save from having to include an “honors” section
- Adds a “skills” section to clearly outline other selling points that may be of interest/relevance to the employer’s needs