

**Resume Writing for  
Equine Studies Majors  
Equine Studies Program  
OHIO UNIVERSITY  
Ohio Horse Park**

# THE BASICS

## WHAT IS A RESUME?

- ⌚ An advertisement of your abilities, accomplishments, and future capabilities.
- ⌚ Your chief marketing tool in your job-search campaign.
- ⌚ Should be honest, positive, concise, and easy to read – YOU!

## WHAT IS INCLUDED IN A RESUME?

- ⌚ Include the following sections: objective, education, experience, honors/activities, and references.
- ⌚ Use additional headings, such as volunteer experience, sales experience, internships, academic honors, other related experience, research experience, computer skills, etc. as necessary.

## OBJECTIVE

- ⌚ State your job or career objective clearly and concisely.
- ⌚ Mention the position you are seeking, the field you are interested in, and your skills.
- ⌚ Prepare separate resumes for each type of job for which you apply. For example, if you are applying for both a marketing internship and a production agriculture internship, you'll prepare separate resumes, with different objectives, highlighting various experiences.
- ⌚ Do not use general expressions such as “a challenging entry-level position” and/or “opportunity for advancement into management.” Be specific!

## EDUCATION

- ⌚ List your degree(s), institution(s) from which the degree(s) was/were earned, major(s), minor(s), and additional course concentrations. **If you are an Equine Studies major, your degree will be an Associate in Applied Science.**
- ⌚ List specific courses you have completed which are related to or will enhance your candidacy for the position you are seeking.
- ⌚ Highlight any educational achievements that indicate your academic ability, such as grade-point-average (if your GPA is a 3.0 or better), membership in honorary societies, Dean's List citations, etc. (As an alternative, you may include your academic honors in an “Honors and Activities” section of your resume).

## WORK EXPERIENCE

- ⌚ Include position held, name and location of the organization, dates employed, responsibilities, achievements and/or significant contributions, and demonstrated abilities and skills.

- ⌚ Use action words such as “created,” “planned,” “analyzed,” or “initiated” **SHOW YOU ARE A DOER!** See the list of action words in this booklet.
- ⌚ List the “transferable skills” you gained from each experience. Transferable skills include oral or written communication, interpersonal skills, working effectively in a team, leadership, and research or analytical skills. They are “transferable” because you can build on them and carry them with you as you move from job to job.
- ⌚ For each job, develop two to four phrases, using action words and transferable skills, which describe your key responsibilities and achievements.
- ⌚ Employers will be most interested in work experience gained by students during their college years, including internships, part-time or work-study jobs, and summer employment. Generally, work experience gained while in high school should not be included unless it specifically relates to the position that you are applying for. If you have worked for the same employer for a number of summers and have been “promoted” to increasingly responsible positions, document this experience. If this is the case, be certain to draw particular attention to your record of accomplishment.
- ⌚ Include volunteer work.

### **HONORS AND ACTIVITIES**

- ⌚ Include both campus and community organizations/activities and academic honors. As mentioned previously, you may include your academic honors in either the “Education” section or an “Honors and Activities” section of your resume.
- ⌚ Include any leadership roles in each activity (i.e., offices held, projects involved, etc.)
- ⌚ Include dates.
- ⌚ Do not list organizations for which you have been a non-active member. Remember, you may be asked about anything you include on your resume.

### **INTERESTS/SKILLS**

- ⌚ This is an optional category; however, if space permits, you may wish to include a brief description to provide a more complete picture of your background and personality. Always include any computer expertise or foreign language proficiencies.

## REFERENCES

- ⌚ Do not send with your resume, but have your reference sheet prepared if requested by an employer. Take this with you to interviews.
- ⌚ List the names, titles, addresses, phone numbers, and email addresses of three to five professionals who can speak positively on your behalf.
- ⌚ Do not use personal references, such as family or friends.
- ⌚ Lay out your references page in the same format as your resume and print on the same high quality paper.
- ⌚ Always ask for permission from your references before releasing their names to prospective employers; provide your references a copy of your resume so they can speak knowledgeably about your background and qualifications.

## PRODUCTION AND PRINTING

- ⌚ **Do not** use resume builder computer programs, start with a blank document in a word-processing program so you are able to customize your resume.
- ⌚ Utilize “white space” effectively. Avoid cramming and crowding. Use spacing to accentuate sections and headings.
- ⌚ In general, a one-page resume is sufficient. A good rule to follow is one page per degree.
- ⌚ Be sure that your name is the first thing an employer sees. Consider **bolding** your name and using a **larger** point size to draw attention to your name at the top of your resume.
- ⌚ Include both a permanent address and a school address. Include your email address(es). **Do not use a personal address titled something similar to [bobcatpartyqueen@yahoo.com](mailto:bobcatpartyqueen@yahoo.com)**
- ⌚ Use a consistent legible font. Pick a font that is easy to read (such as Times or Palatino) and use it for both your resume and your cover letter.
- ⌚ Be consistent in your formatting decisions. For example, if you underline your first job title, underline all subsequent job titles. **Bolding**, underlining, and *italicizing* words or phrases are great ways to draw attention to key information on your resume. However, be careful not to overwhelm the reader with *too many* **distracting** highlights.
- ⌚ Use action verbs such as managed and organized. Use bullets!
- ⌚ Do not use a type size smaller than 10 point for the body of your resume. You want your resume to be easy to read.
- ⌚ Save a copy on your computer and update it periodically.

⌚ **Proofread, Spell check, Proofread!**

- ⌚ Ask your advisor, other professors, friends, and family members to review your resume. The more eyes the better!
- ⌚ Use a laser printer to produce a master copy of your resume and have them run on high-quality stock paper (at least 20-pound weight) available at most print shops and stationery stores. Conservative white, off-white, tan, or light gray are generally acceptable colors.

## ACTION WORDS

accelerated	cultivated	headed	participated	settled
accomplished	decentralized	helped	performed	shaped
achieved	decreased	hired	pinpointed	showed
acquired	defined	identified	pioneered	simplified
activated	delegated	implemented	planned	sold
adapted	delivered	improved	prepared	solved
addressed	demonstrated	improvised	presented	sorted
administered	designated	increased	prevented	specified
advanced	designed	influenced	processed	sponsored
advised	determined	initiated	procured	staffed
allocated	developed	inspected	procured	standardized
analyzed	devised	inspired	programmed	stared
anticipated	directed	installed	projected	stimulated
applied	discharged	instigated	promoted	streamlined
appointed	discovered	instituted	proposed	strengthened
appraised	distributed	instructed	proved	stretched
approved	documented	integrated	provided	structured
arranged	doubled	interpreted	published	studied
assessed	earned	interviewed	purchased	suggested
assisted	edited	introduced	realized	summarized
assigned	effected	invented	recommended	supervised
attained	eliminated	invested	reconciled	supported
audited	employed	investigated	recruited	surpassed
augmented	enforced	launched	redesigned	surveyed
averted	engineered	lectured	reduced	sustained
avoided	established	led	re-established	tailored
broadened	estimated	lightened	regulated	taught
built	evaluated	liquidated	reinforced	terminated
calculated	examined	located	rejected	tested
centralized	exceeded	made	related	tightened
clarified	executed	maintained	renegotiated	traded
collaborated	exercise	managed	reorganized	trained
combined	expanded	marketed	reported	transacted
completed	expedited	mediated	represented	transferred
composed	extended	minimized	researched	transformed
conceived	extracted	mobilized	reshaped	translated
concluded	facilitated	modernized	resolve	trimmed
condensed	financed	modified	restored	tripled
conducted	forecasted	monitored	revamped	uncovered
consolidate	formed	motivated	reviewed	undertook
constructed	formulated	negotiated	revised	unified
consulted	found	obtained	revitalized	used
contracted	founded	operated	revived	utilized
contributed	framed	ordered	saved	verified
controlled	fulfilled	organized	scheduled	vitalized
converted	generated	originated	secured	widened
coordinated	guided	overcame	selected	won
corrected	halved	overhauled	served	worked
created	handled	oversaw	set up	wrote