

RÉSUMÉ WRITING

A resume is used as a marketing tool. It should summarize your background, highlighting your skills and experiences that are relevant to the position you're applying for. Once you start to create your first draft, look to sample resumes in the field to which you are applying. Every field has different standards and preferences but remember that there are no "one-size-fits-all" resumes. The key to constructing a polished, one-page resume lies in the organization tailored to the job for which you are applying.

POSSIBLE HEADINGS	QUESTIONS TO ASK YOURSELF
EDUCATION	What university did I attend? What degrees have I earned or am I pursuing? If I'm still pursuing a degree, what is my expected month and year of graduation? In what subject is my degree?
PROFESSIONAL EXPERIENCE	Where and for how long have I worked? What were my job titles? What were my tasks?
LEADERSHIP EXPERIENCE	Did I hold a direct leadership position at work or through extracurricular activities? What were my responsibilities? How many people did I lead?
VOLUNTEER EXPERIENCE	How long have I been committed to this organization? How many hours have I volunteered? What type of service did I provide? What type of community or individuals did I work with or support?
SKILLS	Am I proficient in any software? Am I able to speak multiple languages with to a certain proficiency?
AWARDS AND ACCOMPLISHMENTS	Have I won any academic, athletic, teaching, volunteering awards? Have I been honored as a top employee or member of a club? Have I been awarded any notable scholarships? Have I earned a top-tier GPA or was I on the Dean's list?

GENERAL TIPS

- Some applications specifically request a one-page resume. If not, try not to exceed two pages.
- Refer to the job or organizational materials (Ex. website) for keywords
- Sections
 - Education typically comes first
 - Consider ordering specific sections to highlight your skills or experiences
 - Section titles can organize/emphasize specific types experiences
- Bullets
 - If you have similar experiences, try describing different skills or duties to avoid repeated bullets
 - Aim for 3-5 bullets per experience
- Dates and degrees earned should always be listed in reverse chronological order (most recent first)
- List references separately if you wish to include them
- Before submission, review your resume for spelling/grammar/punctuation and consider and printing on resume paper
- *Essential Components:* Identifying information, Education, Experience
- *Optional Components:* Research, Publications, Presentations, Certifications, Leadership, Honors, Skills, Professional Memberships

ACTION VERBS

When describing your experiences on your resume, you will not use complete sentences. Instead, you will provide bulleted lists, and each bullet point will begin with an action verb. The following list is intended to help you add variety to your verb choices:

Management & Leadership Skills:

Analyzed	Coached	Decided	Enhanced	Improved	Managed	Recommended
Appointed	Considered	Delegated	Established	Incorporated	Motivated	Reorganized
Approved	Consolidated	Developed	Executed	Increased	Organized	Reviewed
Assigned	Contracted	Directed	Generated	Initiated	Oversaw	Scheduled
Attained	Controlled	Eliminated	Handled	Inspected	Planned	Streamlined
Authorized	Converted	Emphasized	Hired	Inspired	Presided	Supervised
Chaired	Coordinated	Enforced	Hosted	Led	Produced	Terminated

Communication & People Skills:

Addressed	Condensed	Defined	Explained	Judged	Observed	Referred
Advertised	Consulted	Described	Formulated	Lectured	Outlined	Reinforced
Arranged	Contacted	Developed	Incorporated	Listened	Participated	Reported
Articulated	Conveyed	Directed	Interacted	Marketed	Persuaded	Resolved
Clarified	Convinced	Discussed	Interpreted	Mediated	Promoted	Responded
Collaborated	Corresponded	Drafted	Interviewed	Moderated	Proposed	Specified
Composed	Debated	Edited	Joined	Negotiated	Recruited	Spoke

Research Skills:

Analyzed	Clarified	Defined	Examined	Gathered	Located	Surveyed
Administered	Collected	Detected	Experimented	Hypothesized	Measured	Systematized
Applied	Compared	Determined	Explored	Identified	Searched	Tested
Arranged	Conducted	Estimated	Extracted	Inspected	Studied	
Charted	Critiqued	Evaluate	Formulated	Investigated	Summarized	

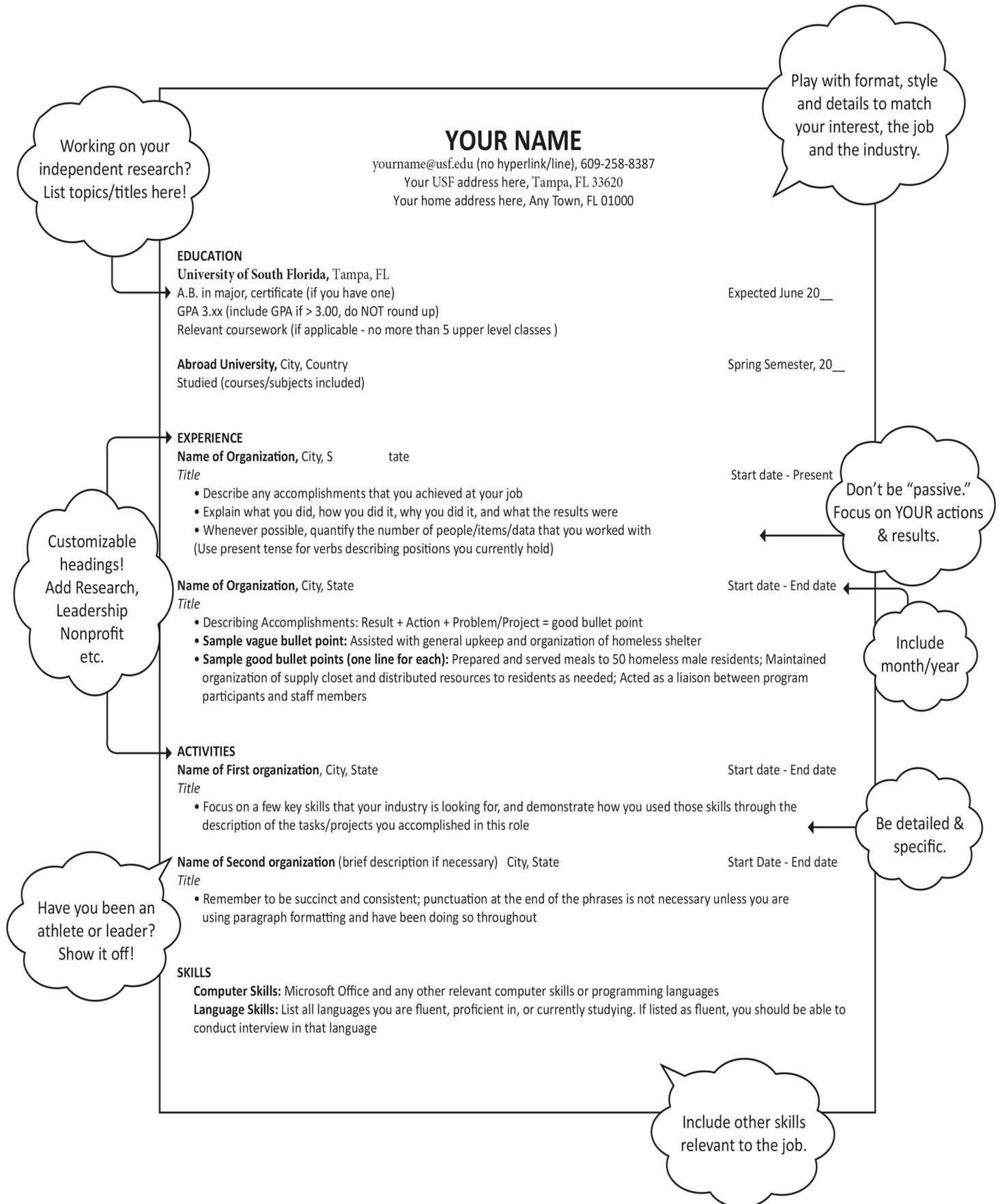
Technical Skills:

Adapted	Computed	Designed	Installed	Programmed	Replaced
Assembled	Conserved	Determined	Maintained	Regulated	Restored
Built	Constructed	Developed	Operated	Remodeled	Specialized
Calculated	Converted	Drafted	Overhauled	Rendered	Upgraded
Calibrated	Created	Engineered	Printed	Repaired	Utilized

***TIP!**
Use present tense verbs
for current positions &
past tense verbs for
previous ones

Foundations of a Resume

Follow these tips to design a compelling resume



RÉSUMÉ CHECKLIST

Use the following lists of questions as a guide to assess whether or not your resume is complete:

Design

- Pass the grid and quadrant test?
- Display logical arrangement and organization of sections?
- Lend itself to scanning?
- Appear professional and aesthetically pleasing?
- Use reasonable page margins, font size, type, and spacing?
- Make consistent use of bullet points (no periods at the end), indents, bolding, and/or italics?

Personal Information

- Does your name stand out in font and/or size (possibly 14-16pt.)?
- Appear at the top of the page, displaying your name as the most prominent element of the heading?
- Avoid taking up an excessive amount of space on the page
- Include your first and last name, city (full address is not required), telephone number, and professional e-mail address?

Objective Statement (Optional)

- Target a specific position or field?
- Demonstrate how you can benefit the organization, rather than how the position can benefit you?

Education Section

- List entries in reverse chronological order, beginning with the degree you are currently pursuing/most recently completed (if you're no longer a student)?
- Include the city and state of the university?
- At least the month and year of your graduation date (or anticipated date)?
- GPA (optional, but often suggested if at least a 3.0)?
- Include any relevant course titles?

Experience/Activities Sections

- Job title, full name of the company, the city/state where the company is located, dates your position was held (month/year – month/year)?
- Describe your most relevant skills towards qualifications for the position (rather than listing all job duties that may not be transferable/applicable)?
- Each bullet begins with a past or present tense action verb, depending on your past/present engagement in the position?
- No periods at the end of each bullet?
- All experiences listed in reverse chronological order?
- Emphasize any leadership roles/teamwork?
- Most relevant memberships and affiliations?