

Resume Writing Guide

A resume often serves as an organization's first impression of you. A resume is a brief history of your accomplishments that you prepare for potential employers. Remember employers will spend 6-20 seconds reviewing your resume (This rule, however, does not apply to CVs or resumes for graduate school). Your resume should be designed to tell the recruiter or hiring manager objective information about you which can be used to decide if an interview is appropriate for the next step. It is important to professionally communicate the most important information about you so the reviewer can make an educated decision. No two resumes are the same, but there are some guiding principles that you can follow.

Step 1: Brainstorm

Start by creating a master list of your skills, knowledge, experiences, etc. Keep this list and update it at least once a year, don't throw it away. You can pull item off your master list each time you need to make revisions to your resume.

Start with basic, objective things like:

- Knowledge (education/licenses/certifications/)
- Skills
- Honors/awards

Then move on to your experiences:

- Relevant experience (internships/student clinical rotations/student teaching)
- Work experience (anything not related to relevant experience)
- Volunteer experience
- Co-curricular activities (band/choir/clubs & organizations/athletics)
- Research experience
- Study Abroad experience
- Any other experiences you may want to include

Step 2: Create your resume

The layout of your resume is entirely up to you. Here are some dos and don'ts:

Dos

- Keep it clean
- Easy to understand (It presents the facts in a clear and easy to read style.)
- Dynamic (Use action verbs to highlight your past experience(s).)
- Consistent (Spacing, formatting, fonts, etc.)
- Professional
- One page (for recent grads)
- Submit in a PDF or document requested
- Use universal fonts (Times New Roman, Cambria, Georgia, Garamond, Book Antiqua, and Didot)
- Use bold, standard bullet points, underline
- Use specific key words (use the job description to help you)
- Remove large blocks of texts (use 3-6 bullet points)

Don'ts

- Use any font below 11
- Include your professional headshot (unless it is asked of you)
- Use a resume template, borders, columns, tables, symbols, graphics, icons, text boxes, photos
- Use personal pronouns (I, me, or my) (E.g. Replaced I was promoted to manage a team of 10 sales associates. With: Promoted to manage a team of 10 sales associates.)
- Use abbreviations (E.g. BA, MA, CPR, etc)
- List hobbies and interests unless related to the job
- Include age, marital status, social security number

Sections of a Resume:

Essential	
•	Name and contact info: This should include first and last name (abbreviated or in a longer form), daytime phone number, email address, and URL for your LinkedIn profile. If you happen to have a two-page resume, make sure your name is on both pages.
•	Education: Start with the most recent college, city, state and degree being received. Spell out Bachelor of Arts or Bachelor of Science. Include your GPA (3.0 or above) and significant academic awards and graduation date (or anticipated graduation date). How many credits relevant courses, study abroad and courses in this

Optional	
•	Professional summary/objective: Most recruiters prefer a professional summary over an objective, but it is up to you whether or not you include this section.
•	Academic & Co-curricular Activities
•	Awards
•	Professional memberships
•	Skills: This usually includes computer skills and languages skills, but may also include specific skills related to a field of study
•	Leadership Experiences
•	Volunteer Experiences: If you have related volunteer experience, include it! Unrelated volunteer experience is optional.
•	Work Experience (unrelated job experience): Depending on how much relevant experience you have, including unrelated job experience may be necessary to fill in employment gaps.
•	References

Step 3: Skill phrases

After creating your sections, you will need to provide details for your experience that are related to the position for which you are applying. Beneath each related experience, you should have multiple "skill phrases".

1. Begin each sentence with a dynamic action verb.
2. Explain what you did and how.
3. The result/skill used.

Typical description: “Was responsible for helping students with test-taking strategies.”

Remove passive voice: “Taught students study skills, note-taking skills, and test-taking strategies

Apply the ‘so what?’ test- : “Taught students study skills, note-taking skills, and test-taking strategies with detailed instructions increasing pass rate for final grades.

STRONG ACTION VERBS											
COMMUNICATION/PEOPLE SKILLS			MANAGEMENT/LEADERSHIP SKILLS			ORGANIZATIONAL SKILLS					
Accounted	Corresponded	Marketed	Administered	Established	Originated	Approved	Monitored	Supplied			
Addresses	Counseled	Mediated	Analyzed	Executed	Overhauled	Arranged	Obtained	Standardized			
Advertised	Debated	Moderated	Appointed	Generated	Oversaw	Catalogued	Operated	Systematized			
Advised	Defined	Negotiated	Approved	Handled	Planned	Categorized	Ordered	Updated			
Arbitrated	Demonstrated	Observed	Assigned	Headed	Presided	Charted	Organized	Validated			
Articulated	Described	Outlined	Attained	Hired	Prioritized	Classified	Prepared	Verified			
Assisted	Developed	Participated	Authorized	Hosted	Produced	Coded	Processed				
Authored	Directed	Persuaded	Chaired	Improved	Recommended	Collected	Provided				
Clarified	Disciplined	Presented	Considered	Incorporated	Reorganized	Corrected	Purchased				
Coached	Incorporated	Promoted	Consolidated	Increased	Replaced	Corresponded	Recorded				
Collaborated	Influenced	Proposed	Contracted	Initiated	Restored	Distributed	Registered				
Communicated	Interacted	Publicized	Controlled	Inspected	Reviewed	Executed	Reserved				
Composed	Interpreted	Reconciled	Converted	Instituted	Scheduled	Filed	Responded				
Condensed	Interviewed	Recruited	Coordinated	Led	Secured	Generated	Reviewed				
Conferred	Involved	Referred	Decided	Managed	Selected	Implemented	Routed				
Consulted	Joined	Reinforced	Eliminated	Merged	Streamlined	Incorporated	Scheduled				
Contacted	Judged	Reported	Emphasized	Motivated	Strengthened	Inspected	Screened				
Conveyed	Lectured	Resolved	Enforced	Navigated	Supervised	Logged	Set Up				
Convinced	Listened	Responded	Enhanced	Organized	Terminated	Maintained	Submitted				
HELPING SKILLS			CREATIVE SKILLS			DATA/FINANCIAL SKILLS			RESEARCH SKILLS		
Adapted	Expedited	Acted	Founded	Accounted	Corrected	Reconciled	Analyzed	Invented			
Advocated	Facilitated	Adapted	Illustrated	Administered	Determined	Reduced	Clarified	Investigated			
Aided	Familiarized	Began	Initiated	Adjusted	Developed	Researched	Collected	Located			
Answered	Furthered	Combined	Instituted	Allocated	Entered	Retrieved	Compared	Measured			
Arranged	Guided	Composed	Integrated	Analyzed	Estimated	Summarized	Conducted	Organized			
Assessed	Helped	Conceptualized	Introduced	Appraised	Filed	Tabulated	Critiqued	Researched			
Assisted	Insured	Condensed	Invented	Articulated	Financed	Transmitted	Detected	Reviewed			
Cared for	Intervened	Created	Modeled	Assessed	Forecasted	Typed	Determined	Searched			
Clarified	Motivated	Customized	Originated	Audited	Logged		Diagnosed	Solved			
Coached	Prevented	Designed	Performed	Authored	Managed		Evaluated	Summarized			
Collaborated	Provided	Developed	Photographed	Balanced	Marketed		Examined	Surveyed			
Contributed	Referred	Directed	Planned	Budgeted	Measured		Experimented	Systematized			
Cooperated	Rehabilitated	Displayed	Revised	Calculated	Netted		Explored	Tested			
Counseled	Represented	Drew	Revitalized	Chartered	Planned		Extracted				
Demonstrated	Resolved	Entertained	Shaped	Classified	Prepared		Formulated				
Diagnosed	Simplified	Established	Solved	Compared	Programmed		Gathered				
Educated	Supplied	Fashioned		Computed	Projected		Identified				
Encouraged	Supported	Formulated		Conserved	Published		Inspected				
Ensured	Volunteered			Consolidated	Qualified		Interviewed				
TEACHING SKILLS				TECHNICAL SKILLS							
Adapted	Developed	Individualized	Taught	Adapted	Debugged	Operated	Restored				
Advised	Enabled	Informed	Tested	Applied	Designed	Overhauled	Solved				
Clarified	Encouraged	Instilled	Trained	Assembled	Determined	Printed	Specialized				
Coached	Evaluated	Instructed	Transmitted	Built	Developed	Programmed	Standardized				
Communicated	Explained	Motivated	Tutored	Calculated	Engineered	Rectified	Studied				
Conducted	Facilitated	Persuaded		Compared	Fabricated	Regulated	Upgraded				
Coordinated	Focused	Simulated		Conserved	Fortified	Remodeled	Utilized				
Critiqued	Guided	Stimulated		Constructed	Installed	Repaired					
				Converted	Maintained	Replaced					

Step 4: Tailoring the resume to the job

Don't make the mistake and send your resume to as many employers as possible before tailoring your resume. For example, if you are applying to a position as an admission counselor, your resume should highlight different skills and experiences than it would for a daycare worker.

Hint; use exact word (but not full sentences) from the job description! If you are being authentic about your abilities, you can use their language.

*See template guides on the Career Services webpage for more helpful tips.