RESUME BASICS

Although these suggestions are general and widely applicable, there are exceptions to every rule. Whether you are developing a resume for the first time or writing one for a new opportunity, we highly recommend and welcome you to visit the **Office for Career Explorations & Development (OCED)** *for a consultation and critique with our career counselor.*

GETTING STARTED

The first step to writing a resume is analyzing your relevant experiences and education. Make a list of your education, work (part-or full-time jobs), internships, campus activities, professional involvement, community service, and any other experiences related to your career or professional goals.

To describe each experience, consider the following:
- What were your responsibilities? Did they increase?
- What skills did you utilize? Develop?
- Did you assume any leadership roles (i.e. supervising)? Receive a promotion?
- Can you quantify the results of your work (i.e., number of customers served, percentage increase in sales)?
- Did you produce any written documents or reports?

Initially, list as much information as possible about each experience. Later, you will need to evaluate carefully which experiences and details are most relevant. Reviewing the job description or company/organization profile are good tools for identifying the most relevant skills and valued experiences to list.

FORMATS

There are several different ways to structure your resume. Choose the format which best emphasizes your strengths as related to your objective:

1) *Chronological –* Preferred by many employers, particularly for recent college graduates without log work histories. This resume is organized in reverse chronological order with the most recent experiences first. Dates of involvement are always included.

2) *Functional –* This resume highlights skills and abilities as opposed to specific experiences. Dates are omitted or inconspicuous. Useful for those with extensive work experience, work history is inconsistent, or for those who are changing careers.

INFORMATION

Personal Data
- Include only your name and contact information – address, phone number(s), and a tasteful e-mail address (i.e., "jsmith" vs. "partygirl").
- If your college address is temporary, be sure to provide a permanent address as well and include the dates that each is valid. Note: City and State is appropriate for address.

Profile or Summary of Qualifications
- Especially for those with longer work histories or who have used similar skills in multiple experiences/activities. Bulleted highlights that helps the reader connect your to the role you are applying. A profile is more skills and achievement based.

Education
- Include institutions, locations (if not in the title), degree, major, graduation date (month and year), and GPA only if above a 3.0 (most recent institutions and degrees should be listed first).
- List degree (BA/BS) and major first.
- As a rule, you should generally omit high school information unless you are a freshman with minimal experience to list.
- Information such as relevant coursework, independent research, study abroad or honors can be included here or listed separately,

Experience
- This section does not have to be restricted to paid positions. It should also include internships, research, volunteer work, or even class projects relevant.
- Include employer, location (city and state), position title, dates of employment (month/year), and a description of your responsibilities.
- Describe your achievements, the skills you gained, and the impact you had in your work experiences. List most important job responsibilities first. Begin the descriptions of your accomplishments with strong action verbs. Avoid pronouns and phrases such as "Duties included" or "Responsible for."
- ChatGPT can be helpful to create bullets for past experiences but make sure you to check for accuracy and don't list items you haven't actually done.
- Don't omit jobs like waiting tables, life guarding, etc., but you may not need to elaborate on them as much if you have others that are more relevant.

Activities, Involvement, Etc.
- Professional memberships or memberships/involvement in campus organizations related to your field are particularly important.
- Make note of leadership positions you've held, along with accomplishments.

Skills

- It may be helpful to include your level of proficiency with any foreign language, computer, lab skills, etc. listed in this section.

References

- Reference list belongs on a separate page. Avoid "References Available upon Request" statement. This is assumed. Include name, title, organization, phone number, fax, and e-mail of your references. Ask their permission before listing them on your reference page.

Interests

- This category is optional and used when your interests supports your objective and career goals.

OBJECTIVES

The jury is out on this section, so talk to a career counselor about whether you should include it. If you do decide to use this section, however, make sure to: make it brief, concise & specific to the job you are applying for. Avoid generic objectives.

CATEGORIES

Examples of resume category headings: Many other headings will sell your skills, abilities, and attributes as well. Be creative in how you market yourself!

Highlights of Qualifications	Career Objective	Education
Related Experience	Internships/Practicum	Relevant Coursework
Publications	Presentations	Research Experience
Relevant Skills	Professional Affiliations	Leadership Involvement
Community Service	Campus Activities	Honors/Awards
Licenses/Certifications	Athletics	International Experience
Foreign Languages	Military Training	Related Projects

ACTION VERBS

"Power verbs" to describe your relevant experiences and the skills you developed. Use past tense when you are no longer employed/involved, present when involvement is ongoing.

Achievement	*Analytical Skills*	*Communication Skills*	*Financial Skills*
accomplish	classify	correspond	allocate
award	evaluate	influence	analyze
attain	identify	mediate	audit
complete	interpret	moderate	balance
earn	organize	negotiate	budget
expand	process	persuade	manage
receive	summarize	promote	plan
solve	systemize	publicize	project

Leadership	*Initiative*	*Interpersonal Skills*	*Teamwork*
assign	conceptualize	assess	aid
coordinate	create	clarify	arrange
direct	design	educate	assist
execute	establish	facilitate	collaborate
oversee	improve	guide	cooperative
prioritize	initiate	instruct	develop
strengthen	institute	motivate	produce
supervise	market	represent	support

Technical Skills
assemble
calculate
devise
engineer
operate
program
solve
upgrade

ADDITIONAL ACTION VERBS

Ability	Doubled	Increased	Oriented	Reviewed
Accompanied	Economy	Induced	Originated	Revised
Accelerated	Effective	Ingenuity	Overcome	Satisfied
Achieved	Efficient	Integrity	Participated	Scheduled
Acquired	Eliminated	Innovated	Perceived	Secured
Active	Enacted	Inspired	Perfected	Served
Administered	Encouraged	Installed	Performed	Serviced
Ambition	Enhanced	Insured	Permanent	Simplified
Appreciate	Enthusiasm	Integrated	Piloted	Sincerity
Approval	Exceeded	Intensified	Pinpointed	Sparked
Aspired	Excellence	Interpreted	Pioneered	Stability
Assembled	Exceptional	Invented	Placed	Stimulated
Build	Exclusive	Judged	Pleased	Streamlined
Capable	Exhibited	Justified	Popular	Structured
Commanded	Expedite	Keyed	Practical	Substantial
Composed	Experienced	Keynoted	Praise	Succeeded
Comprehensive	Formed	Lasting	Prepared	Success
Conceived	Finalized	Launched	Procured	Superior
Conducted	Financed	Led	Presided	Taught
Confidence	Formalized	Licensed	Proficient	Thorough
Conscientious	Formulated	Located	Prompted	Thoughtful
Constructed	Founded	Maintained	Proposed	Trained
Controlled	Generated	Manufactured	Proved	Transferred
Converted	Governed	Mastered	Provided	Transformed
Decided	Handled	Merit	Recognition	Trebled
Delegated	Headed	Monitored	Recommended	Unified
Demonstrated	Helped	Nominated	Reconciled	Used
Dependable	Hired	Normalized	Reduced	Utilized
Detailed	Honest	Notable	Regulated	Verified
Determined	Honor	Obtained	Reinforced	Vivid
Discovered	Humor	Officiated	Reorganized	Won
Displayed	Implemented	Opportunity	Responsible	Wrote

FINAL CHECKLIST

o   Resume was NOT created with a Microsoft Word/other word-processing program TEMPLATE. The templates tend to be overused and do not allow for creativity (font, size, etc.)

o   Resume does not include graphics or colors.

o   Resume uses basic, conservative font (i.e. Arial or Times New Roman) – 10 pt minimum, preferably 11-12.

o   **Bold**, *italics*, and <u>underlining</u> highlight key strengths but are not overused.

o   Margins are approximately half to one inch on all sides.

o   The amount of "white space" and text is balanced.

o   Different categories on your resume are separated with a space.

o   Resume is printed on professional, high quality paper (cotton bond, 24lb. minimum) in a neutral color (white, off-white, or beige) to take to your interview.

o   Resume looks as if it fits comfortably within one page – or is not limited to one page if you have an extensive work history or broad skill set.

o   Resume is kept to one page if the text covers less than half of the second page.

o   Your most relevant and significant accomplishments are listed near the beginning.

o   Resume includes similar language to the job listing to which you are responding.

o   Bullets instead of paragraphs describe your experience and training.

o   Text consists of concise phrases, not sentences.

o   Experiences are described with an appropriate amount of detail.

o   GPA is not included if below a 3.0.

o   You and someone else have checked your resume for spelling, grammar, and punctuation errors.

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