

RESUME FORMAT AND TIPS

Name: First & Last

Address: current addresses

Phone Number:
Differentiate between work, cell or home

Email Address:
School or professional. Deselect link.

Personal Website: If appropriate (LinkedIn)

Be accurate and honest 100%

Be consistent in how you list job title and employer

Create two sections, Related Experience / Other Experience to move more related positions to the top

Be consistent in punctuation

Margins: Use 1/2" to 1" margins on four sides

These categories reflect uniqueness but consider relevance:

Interests, volunteer work, hobbies, publications and presentations, willingness to travel or relocate, and date of availability

High School Information:
Omit after freshman year unless related to position

Summary/Highlight of Qualifications:

Summarize, in 3 - 5 bullets, the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for the position/company—Challenge yourself to include this!!

EDUCATION

- Include high school name and Academy information with specific coursework that is special and relevant!
- Include GPA if above 3.0

APPLICABLE COURSEWORK (Optional Section)

Only list courses that fill a gap in resume or otherwise illustrate required knowledge that you have not yet utilized in a job (use columns)

EXPERIENCE

Job Title; Dates of Employment
Employer; City, ST

- List experiences present to past
- Include volunteer work, internships, co-ops, part- and full-time jobs and leadership positions if they relate to the position you are seeking
- Start each bullet with active verb/skill (past tense if experience is completed)
- Quantify: How many people did you supervise? How much money did you manage?
- Share successes, outcomes and improvements you made, not just duties of position

Special/Senior Projects

- List leadership contributions and outcomes for class project if applicable to position

ACTIVITIES/HONORS/PROFESSIONAL MEMBERSHIPS (Optional Section)

Organization, *current position,* dates; *previous position,* dates

List only those organizations (sports, clubs, student government and honoraries) where you contribute regularly and actively

KEY SKILLS

Foreign Languages: List oral, written and reading competency levels, not course years

Computer: Include hardware and software proficiencies, if seeking tech position, include more specific sections: programming languages, hardware, software, operating systems, databases, peripherals, etc.

Certifications/Licenses: List dates

Personal: List personal skills/traits that help make you a better candidate for position

INTERESTS (Very Optional Section)

List interests and hobbies if you have space and if they are relevant to goals of objective

Printing: Use 8 1/2" x 11" résumé paper and print in black ink on light, neutral paper

Fonts: Use Arial, Times New Roman or Garamond

Name: 16-22 pt
Headers: 12-14 pt
Body: 10-12 pt font

- List in reverse chronological order
- Grade point (if 3.0 and above)
- Awards/Honors/Scholarships (3 or more, add section)
- Study abroad experiences
- Special training, or workshops

Be consistent in format and style

- List activities that demonstrate job-related skills, leadership or membership in career related organizations.
- Honors/Awards may be separate
- Volunteer work may be separate

Proof for Errors:
Have Career Center staff, teachers, family and peers critique

Length: With less than 5 years of experience, limit to one page unless a second page is essential for details or to prevent crowding. Additional pages should be labeled with name and

Custom Design: Avoid templates. Vary résumé for different environments. Change objective/summary and content with every position and perhaps even the content/format

20-30 Second Scan: Readers prefer the following to guide their eyes quickly to main points:

- Bullets
- Bold print
- Indentions

ACTION VERBS

Choose action verbs that communicate applicable skills to an employer. If you are currently in the position, use present tense. If you are no longer in the position, use past tense. Use this list to brainstorm, but also look at old job descriptions, talk to current or past supervisors and utilize a thesaurus. Try to not use the same verb more than once or twice.

SKILLS

Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
implemented
increased
initiated
inspected
instituted
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
replaced
restored
scheduled
secured
selected
streamlined
strengthened
supervised
terminated
transformed

Communication Skills

addressed
advertised
arbitrated
arranged

articulated
authored
clarified
collaborated
communicated
composed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
spoke
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected

determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
applied
assembled
built
calculated
computed
conserved
constructed
converted
designed
determined
engineered
maintained
operated
overhauled
printed
programmed
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged

evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

Financial/Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
budgeted
calculated
computed
conserved
corrected
determined
developed
estimated
measured
planned
prepared
programmed
projected
reconciled
reduced
researched
retrieved

Creative Skills

acted
adapted
began
combined
composed
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
illustrated
initiated

instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped

Helping Skills

adapted
advocated
aided
answered
arranged
assessed
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
insured
intervened
motivated
prevented
provided
rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

Organization Skills

achieved
approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corrected
corresponded
distributed
executed
filed
generated
implemented
incorporated

inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
served
set-up
submitted
supplied
standardized
systematized
updated
validated
Verified

PERSONAL QUALITIES

WORK ENVIRONMENT

fast-paced
structured
flexible
provide variety
autonomous
team-oriented
supportive
friendly
conservative
competitive
innovative
results-oriented
customer-oriented
highly-organized
systematic
improvement

PERSONALITY

Direct / Decisive
results-oriented
independent
initiative
risk-taker
decisive
competitive
quick
goal-oriented

Supportive
consistent
team-oriented
deliberate
specialist
patient

attentive listener
cautious

Precise / Reflective / Reserved
diplomatic
analytical
accurate
fact-finder
systematic
cautious
attentive to detail

Outgoing / Optimistic
persuasive
enthusiastic
people-oriented
verbal
articulate
optimistic
energetic

