

QUICK GUIDE TO RESUME WRITING

LAYOUT AND CONSTRUCTION:

Printing:

- Having your resume printed not only saves time, but it also looks more professional and is easier to read.
- Make high quality copies on high quality, heavy bond paper in a neutral tone.
- It must be error free. Check spelling and punctuation carefully.

Length:

- It should be one to two pages in length.

Writing Style:

- Omit all personal pronouns (I, we, etc.).
- Try to be concise, not wordy and.
- Use phrases, not paragraphs.
- Start each phrase with an action verb. (Examples: directed, organized, initiated)

CONTENT:

Name/Address/Phone Number:

- Include both campus and permanent address if applicable.
- Employers must be able to reach you, so include phone numbers and an email address that is professional.
- You should have a header on the second page with your name and phone number.

Objective:

- Should be a brief statement indicating what type of job you are seeking.
- Gives the resume a focus, like the topic sentence of a paragraph.

Educational Background:

- Begin with most recent degree and work backward.
- Include your major, minor, degrees awarded and any other certification.
- Include university name, city, and state.
- Can include an outstanding grade point average.
- Do not include high school information.

Honors and Activities:

- List scholarships, dean's list, athletic recognition and any other awards and memberships.
- If you held an office or other leadership position, list your position.

Relevant Course Work/Educational Highlights:

- Emphasize your academic preparation in your area of specialization and supporting areas related to the position.
- Include any unusual or specialized upper level classes.

Career Related Experience:

- This section should include non-paid experiences which directly relate to your objective.
- Emphasize activities like student teaching, internships, volunteer work and co-ops. Some of these may warrant a separate category.

Career Related Employment:

- Should include any **paid** employment which relates to your objective.
- Summer jobs and part-time work can be included.

Skills and Abilities:

- Highlights knowledge, experiences, and outstanding personal characteristics, skills, and abilities.

Other Work Experience:

- May not relate to your objective, but can show dependability, reliability, good attendance and willingness to work.
- Descriptions are not always necessary or may be brief.



Action Word List

Examples of action words that describe your functional skills

Achieved
Acquired
Acted
Adapted
Addressed
Administered
Advertised
Advised
Advocated
Analyzed
Anticipated
Approved
Arranged
Assembled
Assessed
Assisted
Attained
Briefed
Brought
Budgeted
Built
Calculated
Charged
Checked
Clarified
Classified
Coached
Collaborated
Collected
Communicated
Completed
Composed
Computed
Conducted
Conserved
Consulted
Contracted
Contributed
Cooperated
Coordinated
Counseled
Created
Critiqued
Decided
Defined
Delegated
Designed
Determined
Developed
Discovered
Displayed
Documented
Drafted
Edited
Eliminated
Enforced
Enlisted

Established
Estimated
Evaluated
Examined
Exceeded
Expanded
Explained
Explored
Facilitate
Financed
Fixed
Followed
Formulated
Fostered
Founded
Gained
Gathered
Gave
Generated
Guided
Handled
Headed
Helped
Identified
Implemented
Improved
Improvised
Increased
Indicated
Influenced
Initiated
Instituted
Integrated
Interpreted
Introduced
Investigated
Judged
Kept
Launched
Learned
Lectured
Led
Listened
Located
Made
Maintained
Managed
Manipulated
Mastered
Maximized
Mentored
Met
Minimized
Modified
Monitored
Negotiated
Observed

Obtained
Offered
Operated
Ordered
Organized
Participated
Perceived
Perfected
Performed
Persuaded
Planned
Practiced
Predicted
Prepared
Presented
Programmed
Projected
Promoted
Proposed
Protected
Provided
Publicized
Published
Purchased
Read
Reasoned
Recorded
Received
Reduced
Referred
Related
Reported
Researched
Responded
Restored
Reviewed
Scanned
Scheduled
Screened
Skilled
Solved
Specialized
Strengthened
Studied
Summarized
Supervised
Supported
Surveyed
Sustained
Symbolized
Taught
Trained
Translated
Upgraded
Utilized
Verified
Wrote