

Resume Guide

The resume is an essential part of the job search process. It is used by employers as a screening tool.



Format

- Customize the resume to the job description
- Name (14-16 font), Text (11-12 font) Consistent use of indentation,
- Underlining, capitalization, italics, dates, locations, and spacing; margins are between .5" and 1" all around 1 page (if relevant)
- Information is more than one page, must at least 1/2 of second page. Information should be balanced on each page.)



Name/Contact

- Use same format for reference sheet and cover letter
- If resume goes on second page, list name/contact information in same format as first page



Objective Statement

- Optional, relevant for networking or if not applying for a specific job
- State position looking for, the name of the employer, and skills you that match what the employer is looking for
- Specify if you are looking for a part-time, full-time, job or internship



Education

- Highest degree is listed first
- Order: degree, name of college, city, state, and month/year received or anticipated graduation (dates listed on right side of page)
- Subcategories if applicable: scholarships, certifications, honors, special training, study abroad



Coursework

- Include related coursework
- Use coursework that is hands-on and transferable to the job
- Include a bullet for each course indicating the enhanced knowledge, skill, project, presentation, research, case studies, group work,, etc.



Experience

- May be renamed "Related Experience" with a following section of "Other Experience"
- Order: job title (bold), employer (italics), city, state, and dates worked listed on right side of page: month/year - month/year (or present)
- Bullets: action statement that reflects the contributions and results



Leadership

- Use same format as experience
- May have a separate section for "Volunteer" or put them all within leadership.
- Volunteer activities should be listed as name of activity/event, your role, and month/year (dates listed on right side of page)



Skills

- Includes technology/software
- Languages if multi-lingual
- Example: Google Docs, Sheets, Teams, Classroom, Forms; Microsoft Word, Excel, PowerPoint; Windows OS, Apple IOS, Social Media Apps

Action Verbs - to start each bullet point

COMMUNICATION

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Explained
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

CREATIVE

Acted
Adapted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Devised
Directed
Displayed
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved
DATA/FINANCIAL
Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budget
Calculated
Computed
Conserved
Controlled
Corrected
Decreased
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved
HELPING
Adapted
Advocated
Aided
Answered
Arranged

Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supported
Volunteered
MANAGEMENT
Accomplished
Administered
Advanced
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
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigation
Organized
Originated

Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated
ORGANIZATIONAL
Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Complied
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified
RESEARCH
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
TEACHING
Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Taught
Tested
Trained
Tutored
TECHNICAL
Adapted
Applied
Assembled
Built
Calculated
Conserved
Constructed
Converted
Debugged
Designed
Developed
Engineered
Fabricated
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Studied

First Name Last Name

Street Address
City, State Zip

555-555-5555
email@email.com

PROFESSIONAL/OBJECTIVE STATEMENT

To obtain an entry-level position as a [specific job title] that will allow me to utilize the skills gained at [name of college or university] and build a long-term career in [specific profession].

EDUCATION

Bachelor of Arts/Science

State University of New York at Potsdam, Potsdam, NY

Expected Month Year

Major: [enter major] Minor: [enter minor] Major GPA [enter gpa]/4.0

Study Abroad

[enter name of program/country] [enter semester]

Awards and Achievements

Graduated Magna Cum Laude Dean's list five semesters

National Honor Society President's Award for outstanding client service Phi Beta Kappa

Alumni Association Science Scholarship

RELEVANT COURSEWORK

[enter relevant course name]

- Administered research, gathered data, and analyzed findings to complete a research paper
- Collaborated with group on semester long project; planned and presented presentation on findings
- Facilitated group activity and reflection on topic with the goal of enhancing classroom learning

EXPERIENCE

Job Title | Name of Employer | City, State

Month Year – Month Year

- Assisted with administrative tasks and earned increased responsibilities for strong work ethic
- Managed time effectively to balance 10-15 hours per week while in college and maintained a 3.7 GPA

Event Organizer | enter name of organization | City, State

Month Year – Month Year

- Organized fundraising marathon with 300 participants to include planning, marketing, registration, and day of event logistics
- Raised \$30,000 over 3 years gaining a 5% increase in proceeds annually

LEADERSHIP

President | enter name of club | City, State

Year – Year

- Facilitated weekly meetings with over 60 club members to raise awareness of club and plan events
- Acted as voting member of Student Government; collaborating with over 100 fellow senators making decisions related to student clubs and campus policies

Liaison for organization among university leadership; advocating for organization campus-wide

Member | enter name of club | City, State

Year – Year

- Attended weekly meetings, served on committees, and actively participated in programming and raising awareness on campus

SKILLS

Language - Proficient in [enter foreign language]

Technological Skills - List any technology skills you have that meet the needs of the job you are applying for.

Bullet Point Activity

Bullet points are essential to a resume. It allows the reader to build a visual picture on your skills, talents, and strengths you would bring to their team.

1 Start by brainstorming your job functions, tasks, and responsibilities. Visualize yourself on the job. Write in paragraph form or in a list.

2 Next, take each sentence or list item and use the formula below to create a bullet that showcases your skills, accomplishments, to create a visual picture of what you can do for the prospective employer.



Situation: What initially happened? *Action Verb*

Task: What task or goal did you set out to accomplish? *What | Who | When | How Often | How Many*

Action: What did you do to achieve the task? *How | What | Software | Equipment | Techniques | Skills*

Result: What happened as the result of your action? *Examples | Details | Benefits | Outcome*

Put it all together

- _____

- _____

- _____
