

What Is a Resume?

A resume is a tool used to market your skills, experiences, education, and accomplishments to employers. A well-written resume will assist you in getting an interview. Align your resume to the kind of job(s) you are seeking. The qualifications listed in your resume should highlight those listed in the job description of the position for which you are applying.

Traditional Sections

Objective or Summary: Some advisors recommend not including an objective at the beginning of a resume as the position you are seeking will be in your cover letter. It is personal preference to include an objective. Only use it to add value or to help the reader understand what you are seeking for a position. A summary is usually for professionals with over three years of experience in an industry.

Heading / Contact Information: This section should include your name, address (optional), telephone number, email address, and LinkedIn URL. Use an email address that is professional and simple, for example: first.lastname@gmail.com.

Education: List any schools from which you received a degree. If you are still seeking a degree, then list the school and your anticipated graduation date. List your current school first. New graduates without extensive job experience should list their education at the beginning of their resume.

Experience: List your work experience in reverse chronological order – most recent first. For each position, list your employer's name, city, and state. Tab over and indicate the dates of employment to the right, and on the next line

include clear and specific bullets or accomplishment statements highlighting your skills (verbs), what you did (tasks), and the results (how and why?). Quantify if possible. Start with the most important duty first.

Other Headings to Consider

Honors: Include honor societies or special awards for academic achievement (i.e., Dean's List, President's List, scholarships)

Certifications or Licensures: Include any licensure or certification information that is active. Do not include any certification or licensure information that is expired or will expire during your job search.

Relevant Courses: List four to six courses that pertain to the position for which you are applying. Leave out introductory courses. Utilize this section only if space permits.

Projects / Research: You may include one or two class projects that relate to the position you are seeking if space permits.

Language Skills: Include only if your skill level is intermediate or fluent.

Computer or Technological Skills: This is an extremely important section, especially if you have good computer skills or are a computer information science major. Examples include data analytics, data mining, Python, UX/UI, Blockchain, project management, and digital marketing.

Building Your Resume

Related Experience: Highlight an internship, co-op, or volunteer experience in your chosen field. The title of this section may change based on your field. For example, if you are an accounting major, the title would be “Accounting Experience.” This section should be separate from your overall work experience, as it is specific to your field of study.

Work Experience: List recent jobs you have held – part-time, summer, on-campus jobs, or full-time jobs. List the most recent job first.

Volunteer Activities / Experience: This is an important section – it can highlight transferable skills that relate to the position you are seeking.

Resume Writing Tips

- Use between a 10–12 size font in Arial, Cambria, Calibri, Didot, Garamond, Times New Roman, or Helvetica.
- Limit your resume to one or two pages.
- Write current jobs and experience in the present tense. Write past experiences in the past tense.
- Organize the information in a clear and logical manner, placing your most recent experience first.
- Never exaggerate the truth about your education, GPA, experience, or skills.
- Think about your skills and how they related directly to the internship or position you are seeking.
- Do not include personal details such as birth date, ethnicity, age, gender, marital status, or photos.
- Tailor your resume to the needs of the organization.
- Make sure your resume is error-free and professional looking.
- Do not say “references available upon request.”
- Do not include references on your resume; they go on a separate page.
- Use keywords found in the job posting. The website www.jobscan.co can check your resume for the ATS (Applicant Tracking System) that recruiters use to scan your resume.
- Resume templates may be used but be cautious of the overuse of tables or graphics, because automated tracking systems may not be able to read them. Unless you are in an artistic field, a simpler format is usually better.
- Remember, a resume is a marketing tool, and you may receive suggestions on how you should write yours. The key factors to consider are to keep it concise, highlight your skills, adapt it specifically for the job you are seeking, and ensure it is pleasing to the eye.

There are other resume formats, such as chrono-functional or functional resumes. These formats highlight skills as headings and are used when someone is trying to change careers. You are always welcome to schedule an appointment with a career advisor to discuss your specific needs regarding your resume.

Sample Resume #1

Your Name

City, State ZIP

LinkedIn Profile Link

Telephone:

Email:

Summary / Objective Answers the question, what am I going to provide this organization? What skills will I use to be successful? How am I going to do that? (2-3 sentences max)

Education

Name of Institution, location

Start and End dates

Degree Program

Cumulative GPA of 3.4 or higher? Add here.

Skills

Bulleted list OR for longer lists, use paragraph form, separated by commas.

Technical Qualifications

Optional, however if the position you are applying to is technically driven, separating out these qualifications is important. If not, add any technical skills to the Qualifications section above.

Experience

Name of company, location

Start date - current

Position

- List of responsibilities
- Be specific.
- Add keywords from the job description if applicable.
- Add any specific awards or honors.
- Don't use a period where it is not a complete sentence.

Name of company, location

Start date - current

Position

- List of responsibilities
- Be specific.
- Add keywords from the job description if applicable.
- Add any specific awards or honors.

Name of company, location

Start date - current

Position

- List of responsibilities
- Be specific.
- Add keywords from the job description if applicable.
- Add any specific awards or honors.

Licenses and Certifications

Name of License

Date of expiration

License #

Action Verbs

Action verbs highlight important skills on your resume. This list helps you create an impact in a clear manner while writing your resume.

Communication:

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

Creative:

Acted	Devised	Instituted	Revised
Adapted	Directed	Integrated	Revitalized
Combined	Displayed	Introduced	Shaped
Composed	Entertained	Invented	Solved
Conceptualized	Established	Modeled	
Condensed	Fashioned	Modified	
Created	Formulated	Originated	
Customized	Founded	Performed	
Designed	Illustrated	Photographed	
Developed	Initiated	Planned	

Data/Financial:

Administered	Computed	Marketed	Researched
Adjusted	Conserved	Measured	Retrieved
Allocated	Controlled	Netted	
Analyzed	Corrected	Planned	
Appraised	Decreased	Prepared	
Assessed	Determined	Programmed	
Audited	Developed	Projected	
Balanced	Estimated	Qualified	
Budgeted	Forecasted	Reconciled	
Calculated	Managed	Reduced	

Helping:

Adapted	Contributed	Familiarized	Rehabilitated
Advocated	Cooperated	Furthered	Represented
Aided	Counseled	Guided	Resolved
Answered	Demonstrated	Helped	Simplified
Arranged	Diagnosed	Insured	Supplied
Assessed	Educated	Intervened	Supported
Assisted	Encouraged	Motivated	Volunteered
Clarified	Ensured	Prevented	
Coached	Expedited	Provided	
Collaborated	Facilitated	Referred	

Research:

Analyzed	Examined	Invented	Surveyed
Clarified	Experimented	Investigated	Systematized
Collected	Explored	Located	Tested
Compared	Extracted	Measured	Trained
Conducted	Formulated	Organized	Transmitted
Critiqued	Gathered	Researched	Tutored
Detected	Identified	Reviewed	
Determined	Inspected	Searched	
Diagnosed	Interpreted	Solved	
Evaluated	Interviewed	Summarized	

Technical:

Adapted	Computed	Designed	Fortified	Printed	Repaired	Standardized
Applied	Conserved	Determined	Installed	Programmed	Replaced	Studied
Assembled	Constructed	Developed	Maintained	Rectified	Restored	Upgraded
Built	Converted	Engineered	Operated	Regulated	Solved	Utilized
Calculated	Debugged	Fabricated	Overhauled	Remodeled	Specialized	

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Management:

Accomplished	Considered	Eliminated	Hosted	Motivated	Recommended	Supervised
Administered	Consolidated	Emphasized	Improved	Navigated	Reorganized	Terminated
Advanced	Contracted	Enforced	Incorporated	Organized	Replaced	
Analyzed	Controlled	Enhanced	Increased	Originated	Restored	
Appointed	Converted	Established	Initiated	Overhauled	Reviewed	
Approved	Coordinated	Executed	Inspected	Oversaw	Scheduled	
Assigned	Decided	Generated	Instituted	Planned	Secured	
Attained	Delegated	Handled	Led	Presided	Selected	
Authorized	Developed	Headed	Managed	Prioritized	Streamlined	
Chaired	Directed	Hired	Merged	Produced	Strengthened	

Organizational:

Approved	Corresponded	Obtained	Reserved	Updated
Arranged	Distributed	Operated	Responded	Validated
Catalogued	Executed	Ordered	Reviewed	Verified
Categorized	Filed	Organized	Routed	
Charted	Generated	Prepared	Scheduled	
Classified	Incorporated	Processed	Screened	
Coded	Inspected	Provided	Submitted	
Collected	Logged	Purchased	Supplied	
Compiled	Maintained	Recorded	Standardized	
Corrected	Monitored	Registered	Systematized	