

# Resume Writing

A resume is a written summary of your education, work experience and relevant skills. It is well-organized, clean and clear, with a focused employment objective. The primary purpose of your resume is to help you obtain an interview. Along with a cover letter or an in - person meeting, it serves as an introduction to potential employers to help make meaning of your experiences inside and outside the classroom, to land you a job.

## Preparation

Writing your resume requires self-assessment and career research. The most effective resume emphasizes individual experience in relation to position and employer requirements.

Before preparing your rough draft, keep in mind:

- Choose your job objective.
- Find out the qualifications for the position you are seeking.
- Identify the type of employers hiring for that position.
- Research the organization: web page, InfoTrak, company ads and brochures.
- An effective resume increases your chances of being interviewed.
- Preparing a resume helps you define your qualifications and skills.
- Defining your qualifications assists you in interviewing effectively.
- A resume, along with a list of references with contact information, is also taken to the interview even if it is sent beforehand.

## Creating Your Rough Draft

1. Compile the information for your resume by following the samples on the following pages and writing a rough draft.
2. Select the information you want to include. Prioritize categories by placing the most recent and important items toward the top of your resume.
3. Write and edit your final copy. Make your resume visually attractive and accurate.
4. Have your resume critiqued at the Career Center before submitting it.

## Resume Categories

### Identifying Data

Place at the top your name, address, telephone (and cell) number, and e-mail address. Do not use headings such as: Name, Address, Telephone or Resume.

### Objective

A clearly defined statement identifies the position you seek and helps the employer match you with appropriate, available jobs.

### Education

Your most advanced degree(s)/ credential(s) should come first. Include the institution attended, the major (and option, if appropriate), and the month and year of graduation. You may list relevant courses.

### Honors

Include data such as high GPA (3.0 or better), graduation with designated honors, awards, honor societies and dean's list.

### Experience

Include as much information as possible about your work-related activities (internships, volunteer and club activities, part-time jobs). Simply listing job titles and job duties is not enough. Describe the specific activities of your job and indicate your achievements. Use action verbs (see list). These have much more impact, are more precise and therefore much more meaningful to an employer than the weaker verbs, such as, "worked with" or "assisted."

Describe not only your job responsibilities, but what you created, accomplished and achieved.

You must tell the employer on your resume:

1. What you personally did.
2. What you did it to, at, or on, referring to a product or service.
3. What level of responsibility. Whom you reported to. Budget responsible for. Be specific.

### Professional Development

Include memberships in related professional organizations. Indicate whether you have completed or are planning to take examinations in your field, e.g., CPA, actuarial, civil engineering.

### Special Skills

Include any special skills applicable to your career field, such as computer languages, fluency in foreign languages, public speaking, performing arts.

### Activities/ Interests

Include activities which called for leadership on your part or those in which you were an active contributing member. Such activities may include athletic, artistic and cultural interests.

### Personal Data (Optional)

Provide this information if it is a bona fide qualification for the position. It may include items such as citizenship or willingness to travel or relocate, rather than age, gender, race or ethnicity.

### References

Three references should be prepared on a separate page to be taken to the interview. List names, phone numbers, and relationships, such as professor, sponsor or supervisor.

### Write a Resume That Gets Results!

- Target your resume toward the job or career field you have researched.**  
 Knowing yourself is not enough. You must spend time researching the career and the company before you can write a truly effective resume. All information presented must validate your qualifications for the position.
- Demonstrate your abilities and potential for success.**  
 Promote your skills and achievements by describing what you did and how you did it.
- Communicate effectively.**  
 Make your resume accurate and easy to follow. It is a reflection of your attention to detail and serious work ethic.
- Your resume alone won't get you a job, but you can't get one without it.**  
 So start the process by writing the best resume you can.

## Action Verbs

Use ACTION VERBS in describing your experience on your resume and in the interview. Words such as administered, developed, supervised, managed, and prepared are keys in telling employers (verbally and in writing) what you have accomplished. Listed below are some of these ACTION VERBS.

Accelerated	Created	Expanded	Invented	Proposed	Straightened
Accomplished	Customized	Expedited	Investigated	Proved	Streamlined
Achieved	Cut	Experienced	Justified	Provided	Strengthened
Activated	Dealt	Facilitated	Launched	Purchased	Stressed
Adjusted	Decreased	Forecasted	Led	Recommended	Stretched
Administered	Defined	Formed	Made	Recruited	Structured
Analyzed	Delegated	Formulated	Maintained	Redesigned	Succeeded
Applied	Delivered	Founded	Managed	Reduced	Superseded
Approved	Demonstrated	Generated	Molded	Re-evaluated	Supervised
Arranged	Designed	Governed	Monitored	Reinforced	Supported
Attained	Detailed	Grouped	Motivated	Related	Tailored
Attended	Developed	Guided	Negotiated	Reorganized	Taught
Brought	Devised	Handled	Operated	Reported	Terminated
Budgeted	Directed	Headed	Organized	Researched	Traced
Built	Disapproved	Implemented	Originated	Reshaped	Tracked
Changed	Discovered	Improved	Oversaw	Revamped	Traded
Clarified	Distributed	Improvised	Participated	Reviewed	Trained
Closed	Doubled	Increased	Perceived	Revised	Transferred
Communicated	Drove	Influenced	Performed	Scheduled	Transformed
Completed	Earned	Initiated	Persuaded	Selected	Translated
Conceived	Edited	Innovated	Pinpointed	Served	Traveled
Conducted	Effected	Inspected	Planned	Serviced	Trimmed
Consolidated	Eliminated	Inspired	Prepared	Set up	Tripled
Constructed	Encouraged	Installed	Presented	Simplified	Uncovered
Consulted	Engineered	Instituted	Presided	Sold	Unified
Contracted	Enlarged	Instructed	Processed	Solved	United
Controlled	Established	Integrated	Produced	Sorted	Unraveled
Converted	Estimated	Interpreted	Programmed	Sparked	Updated
Coordinated	Evaluated	Interviewed	Projected	Staffed	Ween
Counseled	Examined	Introduced	Promoted	Started	Wrote