



An effective **Resume** does more than serve as a summary of the facts about yourself. It focuses the school/employer's attention on your special abilities for a particular field or function. Your resume is an **advertisement or sales presentation about you.**

There are 1000 ways to write a resume. You can research hundreds of examples and whichever format you choose, remember to proofread it and have it critiqued.

Generally, a resume should include the following:

- **Contact Information**
 - Name, address, at least one phone number, and one email address
- **Professional Objective**
 - A brief functional statement of your career goals or interests. It should be realistic, concise, and targeted, but not restrictive.
- **Education**
 - Name and location of school(s) attended in reverse chronological order.
 - List major(s), minor(s), and graduation date(s)
 - GPA optional, but often desired
 - You can include relevant courses but ensure the list is concise (5-9) and includes upper-level courses, if applicable.
 - Include Academic honors
- **Special Skills**
 - Include computer competencies (listed in order of importance), procedures/techniques utilized in your field, equipment you can operate, and proficiency/fluency in foreign languages.
- **Experience**
 - Listed in reverse chronological order.
 - Include title, organization name and location, and dates
 - Use action verbs to describe responsibilities and achievements
 - Includes full-time/part-time work, internships, co-ops, externships, class projects, research, and volunteerism that directly relates to the stated objective.
 - Additional experience includes any other employment or experience that does not directly relate to the career sought but is important to include to show time management, consistency, etc.
 - In all experience entries, be sure to include position titles, company names,



cities, states, and dates employed.

- Include major responsibilities and outstanding achievements and/or recognitions.
 - Major class projects
 - Keep descriptions action-oriented using strong **action verbs**: organized, designed, supervised, created, initiated. Don't use "I" to start sentences.
 - Avoid redundancy, and choose words carefully.
 - Keep descriptions concise.
 - Use bullet or paragraph format for descriptions. Be consistent with whatever format you choose.
- **Leadership**
 - Any activity you are involved in where you have responsibilities above and beyond membership.
 - Describe the experience as if it were a job. Provide title (if applicable), the organization name, and dates of involvement. Use the same format as you did in your experience sections to maintain consistency. Utilize **action verbs** to state your experience.
 - **Activities**
 - List clubs, committees, and organizations in which you are a member. Include sports, clubs, hobbies, etc. However, do not repeat clubs and organizations listed on your resume in a different section (e.g. Leadership).

Remember to continually revise and update your resume. As you progress and gain more experiences, it may be time to remove high school-related information.

Choosing a Format

How you organize the facts about yourself can have a major influence on the reader's image of you. There are basically three formats that are used in writing a resume: reverse chronological, skills-based (functional), and combination. Below is more information about each format.

There are advantages and disadvantages to each format. Depending on the positions for which you are applying, you may choose one format that's best for you and your experiences. Typically, undergraduate students utilize the reverse chronological format, and graduate students and alumni with significant experience may use the skills-based or combination format.

Reverse Chronological

Skills-Based

Combination

What is it?

Begin with your most recent position and work backwards. For advanced level, focus on last 10-15 years

Summarizes your professional skills and minimizes your work history

Utilizes the best of the reverse chronological and skills-based styles

When to use it

When seeking a position in the same field

You are changing careers and utilizing your transferable skills

Each position you have had involved a different job

Your career path has shown steady progress and increasing responsibilities

You have been employed by the same company for a long time

You want to highlight internship or volunteer positions that are related to your field of interest

You can demonstrate measurable results from your work

You have held several jobs that are dissimilar or very similar in nature

Significant skills are highlighted and supported by your employment history

You've held impressive job titles and/or have worked for big-name employers

You are a new graduate with limited work history but do have relevant coursework or training

Your work history has no gaps

Your work history contains gaps in employment

Cautions

Calls attention to employment gaps

Employers are used to viewing reverse chronological resumes. Be clear about why this is the best format for you.

Be sure your format supports your objective and is arranged in a logical, easy-to-follow manner

Skills may be difficult to spot if they are buried in job descriptions

May be more difficult to write

Credits: Employee Career Enrichment Program, University of MN

Tips for an Effective Resume

Keep in mind that there are several good ways to write and format a resume. Below are some general tips to help you create an effective resume that will be attractive to read. Be sure to start out with a new document. (Avoid using templates from word processing programs)

When laying out your resume, place the most important information on the left side of the page and close to the top, as you want to draw the reader's attention to the most relevant information. For example, when you worked is not as critical as where, so list employment dates on the right side.

MARGINS & FONT

When starting with your first draft, start with 1" margins to provide room for details. Overall, your margins can be anywhere from 1/2" to 1" on all sides. Adjust margins so your text is centered on the paper. Use one font size throughout your resume. The size can be between 10-12 point, and your name can be 14-18 point. Choose easy-to-read fonts, such as Times New Roman, Arial, Garamond, or Helvetica.

ORDER

While the Objective and Education sections will generally appear first, the rest of your sections should follow in order of importance in relation to the Objective. Consider the readability of your resume: Do sections progress logically from one to the next? Do your degree(s), school(s), titles, companies/organizations, and skills stand out easily?

HIGHLIGHTING

Utilize highlighting techniques (bold, underline, italics, capitalization) to call the reader's attention to important areas on your resume. Make sure you use them sparingly and consistently. Before you add any highlighting techniques, read through the resume first and see what needs to stand out.

PROOFREAD!

Proofread several times, errors and misspellings create a poor impression. Use the spell check, but don't rely on it to catch grammatical errors, such as the incorrect use of "there" and "their." Have others proofread your resume and get it **critiqued**. Ensure that all of your contact information is current and correct.

LENGTH

For undergraduates, limit length to one page. Be concise. Try to take up as much white space on the paper without overcrowding.

Graduate students can move into a two or more page format. If you have more than one page, ensure that each additional page has at least your last name and page number at the top or bottom corner, in case the pages are separated once they reach the employer.

Action Verbs

A

abstracted
accomplished
achieved
acquired
acted
adapted
addressed
administered
advertised
advised
advocated
aided
allocated
analyzed
answered
applied
approved
arranged
articulated
ascertained
assembled
assessed
assisted
attained
audited
augmented
authored

B

bolstered
briefed

brought
budgeted
built

C

calculated
cared
catalogued
chaired
charged
chartered
checked
clarified
classified
coached
coauthored
collaborated
collected
comforted
communicated
compared
compiled
completed
composed
computed
conceived
conducted
conserved
consulted
contracted
contributed
converted

coordinated
correlated
counseled
created
critiqued
cultivated

D

dealt
debated
decided
defined
delegated
delivered
designed
detected
determined
developed
devised
diagnosed
directed
discovered
dispatched
displayed
dissected
documented
drafted
drove

E
earned
edited
elected

eliminated
empathized
enabled
encouraged
enforced
enlightened
enlisted
ensured
established
estimated
evaluated

examined
exceeded
excelled
executed
expanded
expedited
experimented
explained
explored
expressed
extracted

F

facilitated
fashioned
financed
fixed
followed
formulated
fostered
founded

freed

G

gained
gathered
gave
generated
governed
guided

H

handled
headed
helped

I

identified
illustrated

imagined
implemented
improved
improvised
inaugurated
increased
indexed
indicated
influenced
initiated
inspected
instituted
instructed
integrated
interpreted
interviewed
introduced
invented
inventoried
investigated

J

judged

K

kept

L

launched
learned
lectured
led

lifted

listened

located

logged

M

made
maintained
managed

manipulated
mapped
marketed
mastered
maximized
mediated
memorized
mentored
met
minimized
modeled
modified
monitored
motivated
N
narrated
negotiated
nominated
O
observed
obtained
offered
operated
orchestrated
ordered
organized
originated
overcame
oversaw
P
participated
perceived
perfected
performed
persuaded
planned
practiced

predicted
prepared
presented
presided
prioritized
produced
programmed
projected
promoted
proposed
protected
proved
provided
publicized
published
purchased
Q
queried
questioned
qualified
R
raised
ran
ranked
rationalized
read
reasoned
recorded
received
recognized
recommended
recruited
reduced
referred
related
relied
represented

reported
researched
revamped
reviewed
revised
S
scanned
scheduled
screened
selected
set
goals
served
shaped
simulated
solicited
solved
specialized
spoke
sponsored
stimulated
strategized
streamlined
strengthened
stressed
studied
substantiated
succeeded
summarized
synthesized
supervised
supported
surveyed
sustained
symbolized
T

tabulated
talked
taught
tested
theorized
tracked
trained
translated
tutored
U
upgraded
utilized
V
validated
verified
visualized
volunteered
W
won
worked
wrote