



RESUME WRITING GUIDELINES

PURPOSE

A resume is a summary of your strengths directed toward the target career goal. Generally speaking, it includes your education, skills, accomplishments and experience. A resume is a way to promote yourself to potential employers and help you secure a job interview. It is your BEST marketing tool!

GUIDELINES

- **Lead with your Strengths:** We read top to bottom, left to right, so your most important information should be at the top, the first bullet, or the first action verb of a skills or accomplishment statement(s). If your education is more important than your work experience, put this at the top. When ordering your skills, be sure the most relevant skills to the job goal are listed first.
- **Major Headings:** Job Objective; Qualifications or Summary of Skills; Education; Experience
- **Chronological Resume:** In the reverse chronological format, this resume is best for those whose jobs build on one another and lead directly to the job goal.
- **Functional Resume:** Best for those who are beginning a new career path based on their education, and may not have a lot of job experience directly related to the job goal. It clusters skills into 3-4 categories.
- **Proofread:** Review for any typos, abbreviations not spelled out, acronyms, and grammar.
- **Consistency:** Be sure to utilize the same format, bolding, underlining and font throughout the entire resume.
- **Format:** Is it visually appealing? Utilize your white space so it is not cluttered with extraneous verbiage. Font size too small? Is your contact information easy to find?
- **Fact-check:** Is the company name, location, date(s), and position titles accurate?
- **Quick glance:** If someone takes a quick glance, what stands out? Are those your strongest areas?

DO's and DON'T's

DO	DON'T
<ul style="list-style-type: none"> • Lead with your strengths • Include quantifiable achievements • Include key words from the job description • Proofread carefully: spelling and grammar • College students and recent grads: keep it to one page • Use bold and italics selectively • Polish to reflect your best self/work • Have someone else review it • Use action words • Include phone number and email 	<ul style="list-style-type: none"> • List: "References available upon request" • Neglect everything in the job description that is required for minimum qualifications • Lie – seriously, employers check • Make it busy or cluttered • Don't include: age, marital status, disability status • List street address (only include City and State) • Use fancy fonts or make font too small • List hobbies, unless relevant to your job target • Use first person: "I" or "my" • List controversial activities, ex: political or religious

ACTION VERBS

Demonstrated Leadership:

Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed

Envisioned and Brought to Life a Project:

Administered
Built
Charted
Created
Designed
Developed
Devised
Founded
Engineered
Established
Formalized
Formed
Formulated
Implemented
Incorporated
Initiated
Instituted
Introduced
Launched
Pioneered
Spearheaded
Targeted

Helped a Team Operate More Efficiently/Cost-effectively

Conserved
Consolidated
Decreased
Deducted
Diagnosed
Lessened
Reconciled
Reduced
Yielded

Increased Efficiency, Sales, Revenue, or Customer Satisfaction:

Accelerated
Achieved
Advanced
Amplified
Boosted
Capitalized
Delivered
Enhanced
Expanded
Expedited
Furthered
Gained
Generated
Improved
Lifted
Maximized
Outpaced
Stimulated
Sustained

Changed or Improved Something:

Centralized
Clarified
Converted
Customized
Influenced
Integrated
Merged
Modified
Overhauled
Redesigned
Refined
Refocused
Rehabilitated
Remodeled
Reorganized
Replaced
Restructured
Revamped
Revitalized
Simplified
Standardized
Streamlined
Strengthened
Updated
Upgraded
Transformed

Managed a Team:

Aligned
Cultivated
Directed
Enabled
Facilitated
Fostered
Guided
Hired
Inspired
Mentored
Mobilized
Motivated
Recruited
Regulated
Shaped
Supervised
Taught
Trained
Unified
United

Brought in Partners, Funding, or Resources:

Acquired
Forged
Navigated
Negotiated
Partnered
Secured

Supported Customers:

Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved

Conducted Research:

Analyzed
Assembled
Assessed
Audited
Calculated
Discovered
Evaluated
Examined
Explored
Forecasted
Identified
Interpreted
Investigated

Mapped
Measured
Qualified
Quantified
Surveyed
Tested
Tracked

Wrote or Communicated:

Authored
Briefed
Campaigned
Co-authored
Composed
Conveyed
Convinced
Corresponded
Counseled
Critiqued
Defined
Documented
Edited
Illustrated
Lobbied
Persuaded
Promoted
Publicized
Reviewed

Oversaw or Regulated:

Authorized
Blocked
Delegated
Dispatched
Enforced
Ensured
Inspected
Itemized
Monitored
Screened
Scrutinized
Verified

Achieved Something:

Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded
Surpassed