Resume Handout

A resume is a marketing tool that promotes, advertises, and introduces you as a candidate for a job. It is a record of your education, work, and other experiences that encourages an employer to want to hire you.

Formatting a Resume:

* Your resume should be no more than one page.
* A resume should be easy to read and navigate.
* You should separate different experiences/work into different sections.
* White space is a good thing (you don’t want to clutter your resume).
* Your font should be easy to read (such as Times New Roman) and an appropriate size (10 or 12).
* Your resume should be consistent in its formatting (for example, use bold all the time – not just once – for headers and keep everything lined up neatly).

Resume Language:

* You should be as clear and concise as possible.
* You should sound professional and use words that are appropriate to that context (nothing colloquial or slang-y).
* You should use strong action verbs at the beginning of each bullet point.
* You should be specific and give concrete examples of the skills you say you have.
* Your language should be results-oriented; you should show specific numbers and show that something was achieved and not just your daily duties at that job.

General Resume Tips:

* A resume is a living document and should be updated regularly.
* You do not need to include all of your experiences in your resume.
* You should make your resume job-specific and adjust it to fit the requirements of each job to which you are applying.
* There are many different types of resumes, but one of the most common and easiest to follow is a chronological structure.
* Double check your resume for any errors in spelling, punctuation, and grammar and have someone else (like the Writing Center) also go over it.

Common Sections of a Resume

Education:

* Names and dates for the colleges you have attended
* Degree or expected degree
* Majors, minors, concentrations
* Optional information includes:
	+ GPA (if it is higher than 3.0 on a 4.0 scale)
	+ Study Abroad
	+ Relevant Coursework
	+ Academic Awards/Honors

Work:

* Name of the organization or company
* Your job title
* Location (city/state/country) of the job
* Dates you worked for that job
* Bullet pointed list of your accomplishments at that job

Volunteering:

* Name of the organization
* Your role/title
* Location (city/state/country) of the job
* Bullet pointed list of the skills you gained from that experience

Honors/Awards/Achievements:

* Include the date/duration of the honor/award/achievement
* Any academic or professional awards you have received
* Scholarships

Skills:

* Only list skills that are testable and concrete (if asked, you could prove that you are good at a particular skill)
* Technology-related skills (ex. Knowledge of Microsoft Office)
* Languages (ex. Proficient knowledge of Spanish)

[[1]](#footnote-1)

Highlights clear relevant experience

Utilizes numbers to maintain specificity

Efficient use of white space

Effective use of action verbs

Specific objective pertaining directly to the position.

Action Verbs[[2]](#footnote-2)

Each bulleted point on your resume should begin with an action verb that shows your achievements and skills. It is a good idea to vary the verbs you use on your resume. Here is a list of some action verbs that you could include.

**A** Constructed Established

Achieved Consulted Estimated

Acted Contrasted Evaluated

Adapted Controlled Examined

Adjusted Converted Executed

Administered Convinced Expanded

Advanced Coordinated Expedited

Advised Counseled **F**

Altered Counted Facilitated

Analyzed Created Filed

Appraised Cultivated Filled

Arranged **D** Forecasted

Assembled Decided Formulated

Assessed Decreased Fostered

Audited Defined Fulfilled

**B** Delivered **G**

Balanced Demonstrated Gained

Budgeted Designed Gathered

Built Detected Generated

**C** Determined Grew

Calculated Developed Guided

Calibrated Devised **H**

Categorized Diagnosed Handled

Charted Differentiated Headed

Classified Distributed Hired

Coached Documented **I**

Collected Doubled Identified

Combined Drafted Illustrated

Communicated **E** Implemented

Compiled Edited Improved

Composed Eliminated Increased

Computed Encouraged Influenced

Conducted Engineered Informed

Configured Enhanced Initiated

Consolidated Ensured Inspected

Installed Posted Set up

Instituted Prepared Simplified

Instructed Prescribed Sold

Integrated Presented Solved

Investigated Priced Specified

Interviewed Processed Started

Invented Produced Strategized

Intended Promoted Streamlined

**L** Protected Studied

Launched Provided Summarized

Lectured Purchased Supervised

Led **R** Supplied

Liaised Realized Supported

Logged Received **T**

**M** Recommended Tested

Maintained Reconciled Tracked

Managed Recorded Trained

Manufactured Recruited Transformed

Marketed Redesigned Translated

Measured Reduced Troubleshot

Mediated Referred **U**

Mentored Removed Updated

Migrated Reorganized Upgraded

Minimized Repaired **V**

Monitored Reported Verified

Motivated Represented **W**

**N** Researched Weighted

Negotiated Resolved Wired

**O** Restructured Won

Obtained Revamped

Operated Reviewed

Orchestrated Revised

Ordered Revitalized

Organized Routed

Originated **S**

Oversaw Scheduled

**P** Selected

Performed Separated

Persuaded Served

Planned Serviced

1. From http://careercenter.depaul.edu/\_documents/resume\_packet.pdf [↑](#footnote-ref-1)
2. From http://careercenter.depaul.edu/\_documents/resume\_packet.pdf [↑](#footnote-ref-2)