

RESUMES THAT WORK

What is a Resume?

- Designed to get the interview, not job
- A personal advertisement to show employer how applicant can fill their need (not just a list of activities/jobs)
- Catches employer's attention enough to persuade them to interview applicant
- Properly formatted document that is readable and error free

Appearance is Important

- No two resumes should be the same
- Start with 1" margins
- Font size: 12 point to 10 point
- Font type: **Times New Roman** or **Arial**, nothing too Funky
- Make use of *italics*, **boldface**, and underlining
- Keep resume to one page (especially if no relevant experience), but maximum of two pages
- Print on one side of high-quality, 8 1/2" x 11" paper
- White, off-white, light gray paper with black ink
- In most cases, do not include artwork on a resume – keep it simple and professional.
- Never make corrections by hand.

Start by Making a List . . .

- Educational History
- Work History (including internships, clinical rotations, part-time, temporary)
- Military Experience (translate into civilian terms; i.e. instead of E5, list as Assistant Manager)
- Clubs/Organizations (i.e. Phi Beta Lambda)
- Honors/Awards (i.e. President's List)
- Certifications (i.e. CPR/First Aid)
- Community Service/Volunteer Work (i.e. Habitat for Humanity)
- Accomplishments (i.e. Organized fundraising events producing approximately \$500,000 for charitable organizations.)
- Omit hobbies, unless hobby is related to position
- Omit personal information such as health, marital status, height, weight, birthdate, social security number
- Don't include references

HEADER:

1. The header should include name, address, telephone number, and email address.
2. Do not include the word "Resume," date of last revision, or current date on the resume.

PROFESSIONAL PROFILE:

1. Make sure that it is geared toward what applicant can do for the company, not what the company can do for the applicant.

EDUCATION:

1. High school information is unnecessary for a college student.
2. List institution's name, city, state, degree/program name, and dates of attendance.
3. Know official name of award obtaining, official name of program, and list courses relevant to major or to career objective.
4. List GPA if 3.5 or higher.
5. Education should precede work experience for recent graduates.

WORK EXPERIENCE:

1. Work experience should include company name, city, state, dates of employment, job title, and duties.
2. Do not include supervisor names, telephone numbers, street addresses, zip codes, salary, or reasons for leaving.
3. Use action verbs to describe responsibilities (for example: managed, organized, processed).
4. Use concise phrases in bullet format without pronouns such as *I* or *my*.
5. Downplay gaps in work history. State if job was temporary or summer employment.

REFERENCES:

1. Include reference information on a separate page.
2. Use same heading as on resume.
3. Use same paper that resume is on.
4. Ask references for permission first.

ACTION WORD LIST

For use in identifying skills on the resume/cover letter.

accelerated	decided	investigated	reorganized
accomplished	defined	judged	repaired
achieved	delegated	justified	represented
acted	delivered	kept	reported
adapted	demonstrated	launched	researched
administered	derived	lectured	resolved
adjusted	designed	led	responded
advised	detected	maintained	restored
allocated	determined	managed	routed
amended	developed	marketed	revamped
analyzed	devised	maximized	reviewed
applied	diagnosed	measured	revised
appointed	directed	mediated	revitalized
appraised	discovered	modernized	scheduled
approved	dispensed	modified	screened
arbitrated	doubled	monitored	selected
arranged	drafted	motivated	served
assembled	drew up	negotiated	serviced
assigned	drilled	notified	set criteria
assisted	edited	obtained	set up
attained	eliminated	observed	shipped
audited	enabled	opened	simplified
averted	enforced	operated	sold
balanced	engaged	ordered	solved
billed	engineered	organized	specified
blasted	entertained	oversaw	staffed
bound	established	packaged	standardized
briefed	evaluated	packed	streamlined
budgeted	executed	participated	strengthened
built	exhibited	perceived	structured
calculated	expanded	performed	studied
cared for	expedited	pinpointed	succeeded
carried out	facilitated	pioneered	summarized
cataloged	farmed	planned	supervised
charted	fashioned	prepared	supported
certified	filed	presented	surveyed
clarified	formed	processed	synthesized
cleaned	formulated	procured	taught
coached	founded	produced	teamed with
collected	gathered	programmed	tested
communicated	generated	projected	traded
compiled	guided	promoted	trained
completed	handled	proposed	translated
composed	headed	proved	traveled
computed	identified	provided	trimmed
conceived	illustrated	publicized	tripled
concluded	implemented	published	tuned
conducted	improved	punched	tutored
constructed	increased	purchased	typed
consulted	influenced	raised	uncovered
contracted	initiated	received	undertook
controlled	innovated	recommended	unified
convinced	installed	recorded	updated
cooked	instituted	recruited	upgraded
coordinated	instructed	reduced	used
counseled	interpreted	referred	utilized