## RESUME WRITING GUIDE



## TIPS and ADVICE

- Be concise and keep your content to one page
- Tailor your content
- Use action verbs and skill statements
- Proofread carefully (grammatically perfect, no typos)
- Save as a PDF before sending/uploading

#### Be sure to include:

- Consistent employment
- Relevant experience internships, practicums, clinicals, student teaching, undergraduate research
- Levels of responsibility, supervisory, specific accomplishments, personal contributions, results

## **ACTION VERBS and SKILLS**

## Management administered analyzed coordinated developed directed evaluated executed improved increased organized oversaw planned produced reviewed supervised

## Communication developed drafted edited formulated interpreted lectured motivated negotiated promoted publicized persuaded recruited spoke translated wrote

## **Administrative** approved arranged collected compiled executed generated implemented monitored operated organized prepared processed recorded tabulated validated

## Research clarified collected critiqued evaluated examined identified inspected interpreted interviewed investigated organized summarized surveyed

Technical
assembled
built
designed
devised
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

## **Financial** administered allocated analyzed audited balanced budgeted calculated

# developed forecasted managed planned projected researched

### advised assisted clarified coached communicated coordinated counseled demonstrated developed educated encouraged

familiarized

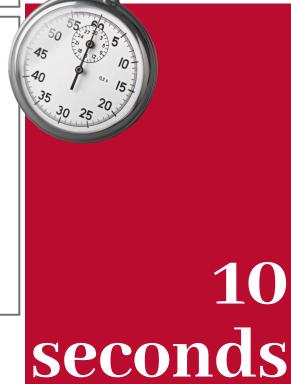
facilitated

instructed

Teaching/Helping

## Creativity acted conceptualized created designed developed drafted illustrated integrated performed problem solved planned shaped wrote

visualized



Amount of time an employer spends on each resume

Overall, a resume profile "describes who you are as a professional."



This example provides a recommended format and structure for a professional undergraduate student resume. Clearly show how and why you fit a position by "customizing" your resume for specific roles and organizations.

PHONE NUMBER • EMAIL ADDRESS • LINKEDIN ACCOUNT AND/OR ONLINE PORTFOLIO

#### PROFILE OR SUMMARY OF QUALIFICATIONS

✓ Offers a glimpse into you and your abilities

Describe who you are as a professional. Try to include no more than four concise sentences or bullet points. Highlights can include years of experience, career goals, skills that are relevant to the position, and accomplishments.

#### **EDUCATION**

Minor, if applicable



Roberts Wesleyan College, Rochester, NY

#### REVELANT COURSEWORK

List upper level courses (titles only, separated by a comma) in your major or minor that align with your career goals

#### UNDERGRADUATE RESEARCH OR PROJECT WORK If applicable



Highlight research or group projects in descriptive terms that are part of your academic experience

#### **EXPERIENCE**

#### **Employer Name, Location (City, State)**

List jobs, internships, field work, clinical experience, and student teaching in reverse chronological order

**Title** | Start and end dates (Month Year - Month Year or PRESENT)

- Use action verbs that are specific to your responsibilities
- Include a bulleted list of concise descriptions of responsibilities
- Specific accomplishments or goals reached
- Seasonal or part-time work experience
- Leadership roles in organizations

#### Wegmans, Rochester, New York Cashier | August 2021 - PRESENT

• Deliver excellent customer service

• Handle cash and credit transactions efficiently and accurately

- Support new cashier training after six months in the position
- Worked 25 hours per week while enrolled as a full-time student

• Recognized for friendliness through customer appreciation cards

#### Heritage Christian Services, Rochester, New York

Intern | September - December 2021

- Communicated with clients during the intake process
- Documented client needs accurately to determine appropriate
- Participated in staff and case management meetings
- Interacted with individuals and families from diverse backgrounds

#### COMMUNITY SERVICE, ACHIEVEMENTS, AND EXTRACURRICULAR ACTIVITIES

Highlight your involvement in extracurricular activities, athletics, community service, mission experiences, personal achievements, awards, or recognitions

Note the following two examples: each bulleted statement begins with action verbs and references specific work responsibilities