

Resume Guide

An excellent resume has the power to open doors.

Your resume describes your qualifications and what makes you unique. To stand out among other applicants, you need a resume that markets your strengths and match for the job.

A great resume:

- Grabs the attention of employers and recruiters
- Sells your strongest skills and accomplishments
- Shows how you're a match for a position or project
- And most importantly, gets you a job interview!

(CareerOneStop)

Your transferable skills are a major selling point; make sure you know yours.

An important part of what makes you valuable to an employer is your skill set. Transferable skills are used in many different careers, and help make you an attractive job candidate. But identifying skills - especially the transferable ones - can be difficult.

(CareerOneStop)

National Association of Colleges & Employers (NACE asked employers participating in its *Job Outlook 2020* survey which skills and qualities they most want to see on students' resumes and they reported wanting the following attributes:

ATTRIBUTE	% OF RESPONDENTS	ATTRIBUTE	% OF RESPONDENTS
Problem-solving skills	91.20%	Flexibility/adaptability	62.70%
Ability to work in a team	86.30%	Interpersonal skills	62.70%
Strong work ethic	80.40%	Computer skills	54.90%
Analytical/quantitative skills	79.40%	Organizational ability	47.10%
Communication skills (written)	77.50%	Strategic planning skills	45.10%
Leadership	72.50%	Friendly/outgoing personality	29.40%
Communication skills (verbal)	69.60%	Entrepreneurial skills/risk-taker	24.50%
Initiative	69.60%	Tactfulness	24.50%
Detail-oriented	67.60%	Creativity	23.50%
Technical skills	65.70%	Fluency in a foreign language	2.90%

Writing your resume- The Basic Elements

Heading	<p>Clear and in large font</p> <p>Name & contact information (email, phone, and LinkedIn)</p>
Summary or Profile	<p>Very important piece of your resume!</p> <p>This section should highlight your most important experiences and skills.</p> <p>Should be tailored to the job you are applying for. (use keywords from job description!)</p>
Skills	<p>May be included in the summary or listed separately.</p> <p>Include systems and computer programs you are proficient in</p> <p>Technical skills you have</p>
<p>(Work/Professional/Relevant) Experience</p> <p>Internship Experience (may be included in this section or separated out)</p>	<p>List your jobs in chronological order</p> <p>If you have a lot of work experience, only list those relevant to the job posting</p> <p>Include: Employer name, city & state, job title, and employment dates</p> <p>List relevant and transferable experiences (see next section for assistance)</p>
Volunteer/Leadership Experience	<p>Could be listed in the above section depending on the amount and type of experiences that you have.</p> <p>If you are involved in organization or leadership of student clubs, list them; if you are just a member you may want to leave them off.</p>
Education	<p>Include: School name, degree, graduation year (or anticipated graduation year), major/minor, GPA (only if above 3.0!)</p> <p>Listing relevant course titles, projects, and activities is appropriate for students.</p>
Awards	<p>Do you have any awards or distinctions?</p> <p>If not, that is ok; just leave this section off</p>
Other (this is other things you may want to list; label them appropriately, not as other!)	<p>Professional Organization membership</p> <p>Certification or Training completed</p>

Creating your employment experience bullet points

Start with the basics. What did you do at your previous jobs?

Task	What did you do	What was the result
Example 1: Clean bathrooms	Wiped down counters Moped floor Cleaned toilets	Clean and safe restrooms for students and staff in 4 campus buildings.

Next- clean it up. **Action Word + Task(s) + Results = Bullet Pt**

Start with an action word (see list). Then indicate what you did (Task) and what you accomplished (Result)

Example 1:

- Performed essential cleaning duties in four high traffic campus buildings to maintain a clean and safe environment.
- Contributed to the maintenance of a safe and sanitary college environment.

(Blackburn Career Services)

Want your resume to be read by employers?

The content of your resume is by far the most important factor. But design is important, too, for a couple of reasons:

- Your resume must be easy to read, and good design makes that possible. Design calls attention to key sections of your resume, such as work experience and education.
- A well-designed resume reflects positively on your skills. Sloppy or careless design may give a negative impression, even if you're well-qualified.

There are several techniques you can use to create a highly readable, attractive resume. The following table lists some of the most important.

Technique	Why It's Important
White space	Lots of white space makes text easier to read. Text that's too dense may discourage time-pressed readers from reading further.
Bullets	Bulleted text allows you to break down complex information into readable chunks, and also highlight key points.
Easy-to-scan headings	Your reader should be able to quickly locate key areas on your resume, such as education, without extensive searching.
Limited number of fonts	Use no more than two fonts styles—one for headings and the other for body text. More than that is distracting.
Selective use of bold	Use bold carefully and consistently. For example, if you bold the name of one company you've worked for, do it in all cases.
No underlining (except links)	Reserve underlined text for web links. If you need to emphasize something, use bold or a different font size instead.
Consistent spacing	Use the same amount of space before and after headings, between bullets, etc. This gives your resume a uniform look.
Better-quality paper (print)	For print resumes, use better-quality paper with a rag content of at least 25% and a watermark.
Neutral color (print)	Use white, off-white or pale gray. These are conservative colors that won't compete with the content of your resume.

(CareerOneStop)

Other tips:

- Do **not** include your picture on a resume. Leave that for your LinkedIn profile.
- A creative format is ok, but you should focus on your content first. Start with a traditional linear style.
 - Applicant Tracking Systems (ATS), which are used by many large companies, work best with traditional formatting.
- Creative formats should still be very clean and easy to read. No bright colors or odd shapes. Note: if you are going into graphic design or a creative field, than a more creative resume might be appropriate. However, most fields still require more of a standard approach.
- You have spent hours making sure your resume is perfect. You want it to open up and be viewed exactly as you send it. If the job posting/employer has requested a specific resume format- make sure that is the format that you use. If they ask specifically for a Word document resume- give them one.
 - PDF versions are a good option in order to keep your resume format.
 - Applicant Tracking Systems (ATS) do best with Word documents.

(Blackburn Career Services)

List of Action Verbs for Resumes & Professional Profiles

Management/ Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled

oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened
supervised
terminated

Communication/ People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted

interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered

identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
 advised
 clarified
 coached
 communicated
 conducted
 coordinated
 critiqued
 developed
 enabled
 encouraged
 evaluated
 explained
 facilitated
 focused
 guided
 individualized
 informed
 instilled
 instructed
 motivated
 persuaded
 set goals
 simulated
 stimulated
 taught
 tested
 trained
 transmitted
 tutored

**Financial/
Data Skills**

administered
 adjusted
 allocated
 analyzed
 appraised
 assessed
 audited
 balanced
 calculated
 computed
 conserved
 corrected
 determined
 developed
 estimated
 forecasted

managed
 marketed
 measured
 planned
 programmed
 projected
 reconciled
 reduced
 researched
 retrieved
 creative skills
 acted
 adapted
 began
 combined
 conceptualized
 condensed
 created
 customized
 designed
 developed
 directed
 displayed
 drew
 entertained
 established
 fashioned
 formulated
 founded
 illustrated
 initiated
 instituted
 integrated
 introduced
 invented
 modeled
 modified
 originated
 performed
 photographed
 planned
 revised
 revitalized
 shaped
 solved

Helping skills

adapted
 advocated
 aided
 answered

arranged
 assessed
 assisted
 cared for
 clarified
 coached
 collaborated
 contributed
 cooperated
 counseled
 demonstrated
 diagnosed
 educated
 encouraged
 ensured
 expedited
 facilitated
 familiarize
 furthered
 guided
 helped
 insured
 intervened
 motivated
 provided
 referred
 rehabilitated
 presented
 resolved
 simplified
 supplied
 supported
 volunteered

**Organization/
Detail Skills**

approved
 arranged
 cataloged
 categorized
 charted
 classified
 coded
 collected
 compiled
 corresponded
 distributed
 executed
 filed
 generated
 implemented

incorporated
 inspected
 logged
 maintained
 monitored
 obtained
 operated
 ordered
 organized
 prepared
 processed
 provided
 purchased
 recorded
 registered
 reserved
 responded
 reviewed
 routed
 scheduled
 screened
 set up
 submitted
 supplied
 standardized
 systematized
 updated
 validated
 verified

**More verbs for
Accomplishments**

achieved
 completed
 expanded
 exceeded
 improved
 pioneered
 reduced (losses)
 resolved (issues)
 restored
 spearheaded
 succeeded
 surpassed
 transformed
 won