

Resume Writing

What is a resume and how is it used?

A resume is a tool to market your skills, achievements, experiences and future capabilities to an employer. A well written resume should stimulate the employer's interest in granting you an interview.

What information is included in a resume?

Contact Information: Name, home and school addresses, phone numbers and e-mail address.

Career Objective: Two lines or less. Tell the employer why you are sending a resume.

Education: Degree, name of institution, location, major(s), minor(s), date of graduation and grade point average (if 3.0 or better). May also include academic honors and awards, study abroad experiences, special projects, thesis information, or selected coursework.

Experience (paid or unpaid): Include jobs, internships, summer experiences, student employment, field experiences, and volunteer experiences. Your titles, names of organizations, location (city and state), dates, duties, responsibilities and accomplishments. *Utilize action words to describe your experiences and skills developed. See "Some Words About Words" on the reverse side of the handout.*

Activities/Interests: Participation in and/or leadership of clubs, sports, community or volunteer organizations or professional associations. Prioritize experiences based on relevance to your objective or the extent of your involvement.

Resume Dos and Don'ts

The average employer looks at a resume for 20-30 seconds. Make a favorable impression with these tips:

Do

- Print on quality resume paper.
- Use an easy-to-read font (i.e. Times New Roman), 10-point or larger.
- Use short phrases rather than sentences.
- Ensure your resume is free of spelling, grammar and typographical errors.
- Keep resume one page in length.
- Meet with a Career Counselor for a resume critique.
- Send resume as an attachment when submitting via email.
- If submitting electronically, view resume after submission to correct any format changes.
- Consult with a Career Counselor if writing a CV.

Don't

- Use personal pronouns (e.g. "I," "my" or "me").
- Include high school information, especially as a junior or senior in college.
- Include personal information such as age and marital status.
- Rely on spell check to catch typos.

View resume samples

www.csbsju.edu/career
(click on Career Tools)

Resume critiques-

Make an appointment with a career counselor

As part of the application process, *customize* your resume for each position.

Some Words About Words

Use key words (in the correct tense) to convey to the employer the experience, accomplishments and skills you have to offer. Key words include action words, concrete nouns and modifiers, and self-descriptive words.

Action words

accomplished	defined	implemented	performed	revised
accelerated	delegated	improved	persuaded	scheduled
achieved	demonstrated	increased	pinpointed	selected
adapted	designed	influenced	planned	served
adjusted	developed	initiated	produced	setup
administered	directed	inspected	programmed	simplified
analyzed	effected	instructed	promoted	solved
applied	eliminated	interpreted	proposed	stimulated
approved	encouraged	launched	proved	structured
attained	enlisted	lectured	provided	streamlined
chaired	established	led	recommended	succeeded
communicated	estimated	maintained	reconciled	summarized
compared	expedited	managed	reduced	supervised
completed	evaluated	molded	re-evaluated	supported
conceived	expanded	motivated	reinforced	taught
conducted	facilitated	negotiated	reorganized	trained
controlled	forecast	operated	reported	translated
coordinated	founded	organized	researched	updated
counseled	generated	participated	revamped	utilized
created	guided	perceived	reviewed	wrote

Concrete Nouns and Positive Modifiers

ability	competent	effective	qualified	technical
activity	competence	pertinent	resourceful	versatile
capacity	consistent	proficient	substantial	vigorous

Self-descriptive Words

active	creative	extrovert	perceptive	self-reliant
adaptable	dependable	fair	personable	sense of humor
aggressive	determined	flexible	pleasant	sincere
alert	diplomatic	forceful	positive	sophisticated
ambitious	disciplined	imaginative	practical	successful
analytical	economical	independent	productive	systematic
attentive	efficient	logical	proficient	tactful
broad-minded	energetic	loyal	realistic	talented
conscientious	enterprising	mature	reliable	mobile
consistent	enthusiastic	methodical	resourceful	optimistic