

# 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 is customized to stimulate the employer's interest in granting you an interview.

- **Contact Information:** Name, addresses (optional), cell phone number, email
- **Professional Summary:** Recruiters' expectations may vary, but your goal is to craft one-two sentences that highlight the skills/experience you bring to the position. Keep it employer-focused and tailor it to the type of position you are seeking. If you are sending your resume with a cover letter/email/application, you may not need a professional summary. See resume samples on the XPD website.

View resume samples:  
[www.csbsju.edu/xpd/students](http://www.csbsju.edu/xpd/students)  
(click on "How To...")  
To get started, stop in and talk with a Career Assistant to get an initial critique.  
Reminder:  
**CUSTOMIZE**  
your resume for each position.

### Education:

Degree (e.g. Bachelor of Arts)	Date of Graduation
Name of institution, location (city, state)	
Major(s):      Minor(s):      GPA: (Typical to include if above 3.0)	
Academic honors/awards, study abroad, special projects, thesis information, or selected coursework	

### Related Experience (related to the position you are seeking) and Additional Experience (additional, but not related):

These experiences could include jobs, internships, summer experiences (either paid or unpaid), undergraduate research/honors thesis, student employment, club leadership positions, and volunteer experiences.

Job Title (even for volunteer positions)	Dates of Employment
Name of organization, location (city, state)	

Describe what you did as well as accomplishments. Utilize action words to describe your experiences, accomplishments, and skills developed. See "Some Words About Words" on the reverse side of the handout. Use present tense verbs for current experiences and past tense verbs for experiences that are completed.

- **Activities/Interests:** Participation in clubs, sports, community or volunteer organizations or professional associations. Prioritize experiences based on relevance to your objective or the extent of your involvement.
- **Technology/Laboratory/Language Skills:** Include section if applicable.
- **Applicant Tracking Systems:** Some organizations use electronic programs to scan candidates' resumes for keywords/skills. Many of these systems may not read information in headers, text boxes, tables, PDF's, or white font – consider this when creating your resume.

## DO

- Review intern/job descriptions and try to use important keywords on your resume and in your experience descriptions.
- Print on quality resume paper (if sharing at a fair).
- Use an easy-to-read font (e.g. Times New Roman), 10-12 point. Name should be in BOLD and in a bigger font.
- Use short phrases rather than sentences.
- Ensure your resume is free of spelling, grammar, and typographical errors.
- Generally, a one-page resume is typical for entry-level positions and new college grads.
- Have your resume critiqued by XPD staff.
- If asked, send a list of references separately.

## DON'T

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

### CSB OFFICE

Clemens Library  
320-363-5707

### XPD – EXPERIENCE & PROFESSIONAL DEVELOPMENT

[www.csbsju.edu/xpd](http://www.csbsju.edu/xpd)  
Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

### SJU OFFICE

Mary Hall 10 and 25  
320-363-3236

## KEYWORDS

Use key words and action verbs (use the correct tense) to convey to the employer the experience, accomplishments (outcomes) and skills you have to offer.

### Communication

#### Skills

Addressed  
Announced  
Arbitrated  
Arranged  
Authored  
Communicated  
Corresponded  
Delivered  
Developed  
Directed  
Displayed  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Motivated  
Negotiated  
Persuaded  
Presented  
Promoted  
Publicized  
Read  
Reconciled  
Recruited  
Sold  
Spoke  
Translated  
Wrote

#### Clerical or

#### Detailed Skills

Approved  
Arranged  
Classified  
Collected  
Complied

Conceived

Delivered  
Detected  
Dispatched  
Displayed  
Distributed  
Executed  
Generated  
Implemented  
Inspected  
Interviewed  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Reorganized  
Retrieved  
Revamped  
Reviewed  
Revised  
Screened  
Specified  
Systematized  
Tabulated  
Validated

#### Creative Skills

Acted  
Arranged  
Built  
Captured  
Conceptualized  
Constructed  
Created  
Designed  
Developed  
Directed  
Edited  
Established  
Exceeded

Excelled

Fashioned  
Founded  
Illustrated  
Innovated  
Instituted  
Integrated  
Introduced  
Invented  
Launched  
Marketed  
Originated  
Performed  
Planned  
Revamped  
Revitalized  
Shaped  
Simplified  
Sketched  
Updated

#### Financial Skills

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Bargained  
Budgeted  
Computed  
Conserved  
Developed  
Financed  
Forecasted  
Handled  
Managed  
Marketed  
Planned  
Projected  
Researched

#### Helping/Teaching Skills

Adapted  
Advanced  
Advised  
Assessed  
Assigned  
Assisted  
Clarified  
Coached  
Collaborated  
Communicated  
Consulted  
Contributed  
Coordinated  
Counseled  
Demonstrated  
Designed  
Diagnosed  
Educated  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Initiated  
Instructed  
Mentored  
Persuaded  
Planned  
Prepared  
Provided  
Referred  
Represented  
Stimulated  
Solved  
Supported  
Taught

#### Management Skills

Accelerated  
Activated  
Administered  
Analyzed  
Anticipated  
Assigned  
Balanced  
Conducted  
Consolidated  
Contracted  
Controlled  
Coordinated  
Decided  
Delegated  
Demonstrated  
Developed  
Directed  
Enhanced  
Evaluated  
Executed  
Implemented  
Improved  
Increased  
Led  
Managed  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Streamlined  
Strengthened  
Structured  
Supervised  
Trained

#### Research Skills

Clarified  
Collected  
Conducted  
Critiqued  
Determined  
Diagnosed  
Discovered  
Evaluated  
Examined  
Explored  
Extracted  
Identified  
Inspected  
Interpreted  
Investigated  
Measured  
Observed  
Organized  
Predicted  
Researched  
Reviewed  
Sorted  
Studied  
Summarized  
Surveyed  
Systematized  
Tested  
Uncovered

#### Technical Skills

Assembled  
Built  
Calculated  
Computed  
Devised  
Engineered  
Fabricated  
Installed  
Maintained  
Operated  
Ordered  
Overhauled

Programmed  
Remodeled  
Repaired  
Serviced  
Solved  
Trained  
Updated  
Upgraded  
Worked

#### Other Skills

Anticipated  
Assembled  
Bargained  
Completed  
Corresponded  
Earned  
Effected  
Eliminated  
Entertained  
Estimated  
Expedited  
Familiarized  
Fostered  
Fulfilled  
Judged  
Located  
Mastered  
Obtained  
Participated  
Prescribed  
Proposed  
Protected  
Proved  
Qualified  
Received  
Reduced  
Reinforced  
Served

## SAMPLE DESCRIPTION OF AN EXPERIENCE UTILIZING KEYWORDS:

Sales Associate

November 2018-August 2019

Best Buy, St. Cloud, MN

- Assisted customers effectively with questions/use/sales of digital camera equipment.
- Selected and recognized as the department's monthly "Sales Associate" for June based on total sales.