

# The Resume is . . .

an advertisement  
an individually designed document  
a highlight of your background  
used by employers as a screening device  
just ONE piece of the job search process

## What's on Your Resume?

**Identifying Information:** Includes name, address (permanent and temporary), telephone, and e-mail. *Tip: Be sure you make your name stand out!*

**Objective:** Short, specific statement that includes position, industry, and relevant skills.

**Education:** In reverse-chronological order, this section includes the schools you have attended, dates of graduation or dates of attendance, as well as degrees sought or completed. Other information that might be included: related coursework, scholarships and honors, percentage of college expenses earned by you, and special projects (e.g. research projects, teaching).

**Experience:** This section includes not only paid positions, but also significant volunteer, extracurricular, or field experiences. Names and locations of employers and years of employment should be included. Descriptions should detail the level of responsibility and breadth of exposure. Be sure to stress any accomplishment or unique contribution you made. Possible headings: Related, Leadership, or Volunteer Experience, Activities, Interests, and Qualifications. *Tip: Make sure to put all of your experiences in reverse-chronological order!*

**Focus:** What do you want employers to notice first?

## Language

Resume language should be succinct and expressive. Make the reader pay attention by using action verbs that convey measurable accomplishments and problem-solving skills.

Use the minimum number of words necessary to convey meaning.

Use precise action verbs to describe accomplishments and responsibilities.

Avoid personal pronouns, but write in the first person.

Leave out articles: a, an, the

Use short sentences or phrases.

Use parallel grammatical structures and consistent verb tenses.

## Proofread, Proofread, Proofread!

As a general rule, one page is the recommended length. This may vary if you have extensive experience.

Use sans serif fonts, (fonts without serifs) such as Helvetica, Bookman, Arial and Times.

Use a font size of 10 to 14 points.

Avoid script and underlining; boldface and italics is generally acceptable.

## Cover Letters/References

When e-mailing or mailing your resume *always* include a cover letter to explain why you are sending the resume.

For more information on how to write a cover letter and other types of correspondence, see the UCS handout *Cover Letters and Other Correspondence*. Be sure to include a separate list of references if requested.

### Does your resume:

include only relevant information?

use action verbs?

stress skills and accomplishments over duties?

make qualifications evident?

include specific info: figures, dates, numbers?

support your purpose/objective?

### Evaluate Appearance

- attractive layout? • headings highlighted?
- white space? • style appropriate?
- font size readable? • length appropriate?
- important items stand out through spacing and/or highlighting?
- consistent placement of information (e.g. dates)?

## Action Verbs By Skill Category

<b>Communicative</b>	<b>Creative</b>	<b>Financial</b>	<b>Helping</b>	<b>Management</b>
address	act	account for	advise	administer
arbitrate	broaden	adjust	advocated	account for
arrange	compose	administer	aided	analyze
author	conceive	allocate	anticipated	appoint
brief	conceptualize	analyze	assessed	approve
communicate	conduct	appraise	assisted	assign
compose	create	audit	care for	assume
confront	design	balance	clarify	attain
contact	develop	buy	coach	chair
convince	direct	budget	counsel	choose
correspond	discover	calculate	demonstrate	contract
describe	draft	compute	diagnose	consolidate
develop	dramatize	control	educate	consult
direct	draw up	develop	enable	decide
document	entertain	estimate	encourage	delegate
draft	establish	finance	enlist	determine
edit	execute	forecast	ensure	develop
enlist	explore	manage	evaluate	devote
express	fashion	market	expedite	direct
follow-up	forge	monitor	facilitate	dispatch
formulate	found	plan	familiarize	dispense
influence	illustrate	procure	forecast	employ
inform	imagine	project	foster	evaluate
interpret	improvise	purchase	guide	execute
interview	institute	reconcile	handle	formulate
lecture	integrate	research	harmonize	handle
market	introduce	transfer	moderate	head
mediate	invent		observe	hire
meet	market		orient	leverage
moderate	modernize		predict	manage
motivate	originate		prescribe	maintain
negotiate	perform		protect	orchestrate
network	pilot		provide	order
persuade	pioneer		reconcile	organize
present	plan		rectify	oversee
promote	redesign		refer	plan
publicize	rehearse remodel		rehabilitate	perfect
publish	renovate		represent	preserve
question	replace		serve	prioritize
read	revitalize		support	produce
reconcile	shape		utilize	propose
recruit	sketch		volunteer	protect
refer	spearhead			realize
report	start			recommend
rewrite	stimulate			recruit
speak	strategize			regulate
suggest	transform			review
summarize				revitalize
talk				reward
translate				save
write				set goals
				schedule
				supervise
				terminate
				unify
				withdraw

<b>Research</b>	<b>Results</b>	<b>Teaching</b>	<b>Teaching, cont.</b>	<b>Technical</b>
acquire	achieve	accept	integrate	activate
amplify	accelerate	adapt	investigate	assemble
analyze	accomplish	advise	judge	began
calculate	add	actively	listen	build
chart	advance	analyzes	model	calculate
clarify	attain	apply	modify	compute
collect	augment	appraise	motivate	construct
compare	award	assess	observe	contrive
conduct	complete	assign	organize	convert
critique	compound	attend	persuade	deliver
diagnose	contribute	calm	ponder	design
design	decrease	categorize	postulate	detect
determine	double	challenge	praise	devise
disprove	effect	choose	provoke	display
evaluate	eliminate	clarify	question	engineer
examine	enlarge	coach	reinforce	exhibit
extract	establish	command	rephrase	fabricate
formulate	exceed	communicate	reward	install
identify	excel	compliment	set goals	maintain
inspect	expand	consider	set standards	navigate
interpret	extend	cooperate	simplify	operate
interview	fortify	coordinate	solicit	overhaul
investigate	improve	correct	speculate	participate
locate	increase	define	state	program
modify	initiate	demonstrate	stimulate	rehabilitate
organize	introduce	designate	structure	remodel
process	launch	develop	synthesize	repair
review	lower costs	direct	systematize	resolve
research	map	discipline	teach	retrieve
study	maximize	doubt	tell	screen
summarize	measure	educate	thank	sell
survey	obtain	elaborate	theorize	service
systematize	pioneer	elicit	train	solve
test	prove	emphasize	tutor	supply
trouble-shoot	reduce	enable		train
	re-establish	encourage		upgrade
	resolve	evaluate		
	restore	excite		
	selected as	explain		
	stabilize	explore		
	standardize	facilitate		
	succeed	focus		
	transform	generate		
	trim	guide		
	triple	hypothesize		
	validate	identify		
	widen	implement		
	won	incorporate		
		indicate		
		infer		
		inform		
		initiate		
		inquire		
		instruct		
		interact		