A GUIDE TO DEVELOPING YOUR

RESUME

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Creating Your Blueprint

As you plan your résumé, keep in mind that an employer may initially only spend 15-20 seconds reviewing it. Remember, the purpose of a resume is to get you an interview. Your goal is to highlight your qualifications, skills, and experiences in a manner that will make you stand out from the rest. Follow this guide to develop your resume using the checklist, compare your resume to the sample, and make sure you use some of those action words located on the last page.

Resume Writing Checklist

- You've included your updated contact information (name, address, phone, email).
- You've included headers that fit your experiences, such as: Education, Job Experience, Internship Experience, Volunteer Experience, Skills, Related Experience, etc.
- The resume is tailored to the job you are applying for.
- The resume is relevant to the position and contains position/industry-related keywords.
- The resume contains action words.
- The resume does not contain pronouns (I, We, My, etc).
- Length of document is appropriate. (CAN be more than one page if necessary, but avoid going over onto a second page only by a few lines)
- Document is free of spelling and grammatical errors.
- Resume contains no personal information or photos.
- The format is organized and easy to read.
- You've had at least one other person look over your resume for you.

Action Words

The following "action" words can be used to begin each phrase in your resume. Keep in mind there may be additional words that pertain specifically to your field. Always begin your statements with an action word that describes a skill or ability you possess. A thesaurus can be a helpful tool in this process!

Accelerated	**Doubled**	**Managed**	**Reviewed**
Accomplished	**Drafted**	**Motivated**	**Revised**
Achieved	**Edited**	**Negotiated**	**Scheduled**
Adapted	**Effected**	**Operated**	**Set up**
Administered	**Eliminated**	**Organized**	**Significantly**
Analyzed	**Enlarged**	**Originated**	**Simplified**
Approved	**Equipped**	**Participated**	**Sold**
Completed	**Established**	**Performed**	**Solved**
Conducted	**Exhibited**	**Planned**	**Streamlined**
Conferred	**Expanded**	**Prepared**	**Structured**
Constructed	**Expedited**	**Produced**	**Succeeded**
Contracted	**Formulated**	**Proficient**	**Successfully**
Controlled	**Guided**	**Programmed**	**Supervised**
Converted	**Implemented**	**Promoted**	**Supported**

Sample Resume

NAME
Address
Email
Phone

EDUCATION

Name of School, Institution   Date (month year to month year)
Type of Degree, What the degree is in
GPA

WORK EXPERIENCE

Name of Company or Organization   Date (month year to month year)
Job Title
- List 3-5 bullet points describing your job responsibilities while working here.
- Make sure that each bullet point is detailed and thorough, and highlights all of your skill sets you obtained while working in this position.
- If this is a current position, be sure to write the responsibilities in first person, for past positions, write in past tense
- Make sure that the entire resume is listed from most current to oldest!
- Make sure to use those action words!

INTERNSHIP EXPERIENCE

Name of Place of Internship   Date (month year to month year)
Job Title
- Set this section up the same as you would your work experience section- internships are very important and often serve as the most relevant work experience for new grads.

VOLUNTEER EXPERIENCE

List your volunteer experience in bullet point format, and what organizations you are involved with. Make sure that you include organizations that you have leadership roles in!

SKILLS, QUALIFICATIONS & CERTIFICATIONS

The skills section should include hard skills that are specific, measurable skills such as proficiency in a foreign language, typing speed, or computer software knowledge/certification. Other good skills to list on your resume would be certain skill sets that are needed for your particular trade or industry, that will make your resume competitive. It's important to make sure that your work experiences that you list on your resume reflect that the skill sets that you have developed. List your skills in bullet point format!Don't include items like "hardworking" or "pleasant to be around"; personality traits are not skills.