



# RESUME WRITING GUIDELINES

## PURPOSE

A resume is a summary of your strengths directed toward the target career goal. Generally speaking, it includes your education, skills, accomplishments and experience. A resume is a way to promote yourself to potential employers and help you secure a job interview. It is your BEST marketing tool!

## GUIDELINES

- **Lead with your Strengths:** We read top to bottom, left to right, so your most important information should be at the top, the first bullet, or the first action verb of a skills or accomplishment statement(s). If your education is more important than your work experience, put this at the top. When ordering your skills, be sure the most relevant skills to the job goal are listed first.
- **Major Headings:** Job Objective; Qualifications or Summary of Skills; Education; Experience
- **Chronological Resume:** In the reverse chronological format, this resume is best for those whose jobs build on one another and lead directly to the job goal.
- **Functional Resume:** Best for those who are beginning a new career path based on their education, and may not have a lot of job experience directly related to the job goal. It clusters skills into 3-4 categories.
- **Proofread:** Review for any typos, abbreviations not spelled out, acronyms, and grammar.
- **Consistency:** Be sure to utilize the same format, bolding, underlining and font throughout the entire resume.
- **Format:** Is it visually appealing? Utilize your white space so it is not cluttered with extraneous verbiage. Font size too small? Is your contact information easy to find?
- **Fact-check:** Is the company name, location, date(s), and position titles accurate?
- **Quick glance:** If someone takes a quick glance, what stands out? Are those your strongest areas?

## DO's and DON'T's

DO	DON'T
<ul style="list-style-type: none"> <li>• Lead with your strengths</li> <li>• Include quantifiable achievements</li> <li>• Include key words from the job description</li> <li>• Proofread carefully: spelling and grammar</li> <li>• College students and recent grads: keep it to one page</li> <li>• Use bold and italics selectively</li> <li>• Polish to reflect your best self/work</li> <li>• Have someone else review it</li> <li>• Use action words</li> <li>• Include phone number and email</li> </ul>	<ul style="list-style-type: none"> <li>• List: "References available upon request"</li> <li>• Neglect everything in the job description that is required for minimum qualifications</li> <li>• Lie – seriously, employers check</li> <li>• Make it busy or cluttered</li> <li>• Don't include: age, marital status, disability status</li> <li>• List street address (only include City and State)</li> <li>• Use fancy fonts or make font too small</li> <li>• List hobbies, unless relevant to your job target</li> <li>• Use first person: "I" or "my"</li> <li>• List controversial activities, ex: political or religious</li> </ul>

## ACTION VERBS

### **Demonstrated Leadership:**

Chaired  
Controlled  
Coordinated  
Executed  
Headed  
Operated  
Orchestrated  
Organized  
Oversaw  
Planned  
Produced  
Programmed

### **Envisioned and Brought to Life a Project:**

Administered  
Built  
Charted  
Created  
Designed  
Developed  
Devised  
Founded  
Engineered  
Established  
Formalized  
Formed  
Formulated  
Implemented  
Incorporated  
Initiated  
Instituted  
Introduced  
Launched  
Pioneered  
Spearheaded  
Targeted

### **Helped a Team Operate More Efficiently/Cost-effectively**

Conserved  
Consolidated  
Decreased  
Deducted  
Diagnosed  
Lessened  
Reconciled  
Reduced  
Yielded

### **Increased Efficiency, Sales, Revenue, or Customer**

**Satisfaction:**  
Accelerated  
Achieved  
Advanced  
Amplified  
Boosted  
Capitalized  
Delivered  
Enhanced  
Expanded  
Expedited  
Furthered  
Gained  
Generated  
Improved  
Lifted  
Maximized  
Outpaced  
Stimulated  
Sustained

### **Changed or Improved**

**Something:**  
Centralized  
Clarified  
Converted  
Customized  
Influenced  
Integrated  
Merged  
Modified  
Overhauled  
Redesigned  
Refined  
Refocused  
Rehabilitated  
Remodeled  
Reorganized  
Replaced  
Restructured  
Revamped  
Revitalized  
Simplified  
Standardized  
Streamlined  
Strengthened  
Updated  
Upgraded  
Transformed

### **Managed a Team:**

Aligned  
Cultivated  
Directed  
Enabled  
Facilitated  
Fostered  
Guided  
Hired  
Inspired  
Mentored  
Mobilized  
Motivated  
Recruited  
Regulated  
Shaped  
Supervised  
Taught  
Trained  
Unified  
United

### **Brought in Partners, Funding, or Resources:**

Acquired  
Forged  
Navigated  
Negotiated  
Partnered  
Secured

### **Supported Customers:**

Advised  
Advocated  
Arbitrated  
Coached  
Consulted  
Educated  
Fielded  
Informed  
Resolved

### **Conducted Research:**

Analyzed  
Assembled  
Assessed  
Audited  
Calculated  
Discovered  
Evaluated  
Examined  
Explored  
Forecasted  
Identified  
Interpreted  
Investigated

Mapped  
Measured  
Qualified  
Quantified  
Surveyed  
Tested  
Tracked

### **Wrote or Communicated:**

Authored  
Briefed  
Campaigned  
Co-authored  
Composed  
Conveyed  
Convinced  
Corresponded  
Counseled  
Critiqued  
Defined  
Documented  
Edited  
Illustrated  
Lobbied  
Persuaded  
Promoted  
Publicized  
Reviewed

### **Oversaw or Regulated:**

Authorized  
Blocked  
Delegated  
Dispatched  
Enforced  
Ensured  
Inspected  
Itemized  
Monitored  
Screened  
Scrutinized  
Verified

### **Achieved Something:**

Attained  
Awarded  
Completed  
Demonstrated  
Earned  
Exceeded  
Outperformed  
Reached  
Showcased  
Succeeded  
Surpassed