

Resume Guide

*This guide is designed to help you write a quality resume that will lead to interviews. Once you have completed your resume, consider making an appointment with a career advisor, who can help you make a good resume **great**.*

Resume Key Points

A resume is a marketing tool, not a history piece.

Decide carefully what to include and leave out. It's not your life story; it's your personal sales pitch.

If possible, keep your resume to one page.

Use a clean, succinct style. Your resume may be judged in 10-30 seconds. Only when you have enough relevant content should you go to two pages.

Target your resume to the job description.

Identify key qualifications and skills the employer is requesting. Make sure to address their needs with examples of your experiences.

Pretend you are the hiring manager.

Ask yourself, "Can this person do the job well?" Look objectively—use only what is written in your resume to make a judgement.

Have your resume ready at all times.

It takes time to create a good resume and you'll want to respond quickly when an opportunity comes your way. Don't wait until the last minute—create or update yours today!

Getting Started

Format

There is one thing all good resumes have in common—the key information is easy to find. Making things easy for employers is all about knowing how to use space wisely. You have a very brief amount of space to capture a reader's attention, and structuring your information in visually appealing ways can help draw the eye to the most pertinent points.

Content

Your content needs to tell the story of your experiences in a way that highlights the knowledge and skills that are applicable for the available position. Part of telling that story is deciding what the important parts are and minimizing or leaving out experiences that don't relate.

How you describe what you've done also makes a difference. Clear, concise phrases with descriptive word choices tell a more powerful story.

For resume examples and more information:

1. Go to pugetsound.edu/ces
2. Click **Students**
3. Click **Job Search Resources**
4. Under Job Search Skills, select **Resume Guide**

Anatomy of a Resume

Tina McIntyre

Tacoma, WA 98416 | (253) 555-5555 | tmcintyre@pugetsound.edu

Profile	Motivated junior in honors program with emphasis in leadership development and organizational behavior. Proven ability to utilize data to improve efficiency. Detail-oriented team leader with interest in human resources.
Education	Bachelor of Arts in Psychology, Minor in Communications, May 2021 <i>University of Puget Sound, Tacoma, WA</i> <ul style="list-style-type: none">Cumulative GPA: 3.4/4.0Phi Beta Kappa, National Honors Society, Fall 2018-Present
Project	Sixth Avenue Consulting Project, University of Puget Sound, Spring 2019 <ul style="list-style-type: none">Collaborated with team of 3 to observe and identify opportunities to increase and measure employee retention in local small businessPresented research and suggestions to company leaders as well as class of 14 utilizing PowerPoint
Experience	President, January 2019-Present <i>Student Alumni Association, University of Puget Sound, Tacoma, WA</i> <ul style="list-style-type: none">Facilitate executive board of 6 to plan programming and events of 200+ attendees, connecting students with alumniMeet weekly with Alumni and Parent Relations professional staff to align goals with Alumni Council and universityLead weekly meetings with vice president and secretary Registration Assistant, August 2017-Present <i>Office of the Registrar, University of Puget Sound, Tacoma, WA</i> <ul style="list-style-type: none">Serve as liaison between students and staff by fielding questions and determining actions steps pertaining to class registrationRespond to questions and provide solutions or refer to professional staffDemonstrate keen attention to detail by reformatting database of 2,000 students making it more efficient for staff to navigate Customer Service Representative, September 2015-August 2017 <i>Johnson's Floral Shop, St. Paul, MN</i> <ul style="list-style-type: none">Provided excellent customer service by answering phones, greeting customers, and referring clients to products of interestAssisted owners with arrangements for events of up to 400 attendeesCreated marketing materials using Publisher, Photoshop, and InDesign including flyers, handbills, and online content
Activities	Repertory Dance Group, <i>University of Puget Sound</i> , November 2018-Present Volunteer, <i>Tacoma Community House</i> , August 2017-Present
Skills	Microsoft Word and Publisher, Adobe InDesign and Photoshop

Identifying Information

Include name, city/state, phone number, professional email address.

Optional: LinkedIn, GitHub, or ePortfolio url

Education

List degree and major, institution with city/state, plus the year of expected graduation. Remove high school after two years in college.

Optional: include study abroad, relevant courses, or academic honors, GPA if over 3.0.

Projects

Projects are legitimate examples of the work you have done before your first professional internship or job. Describe your role and project accomplishments.

Experience

A role doesn't have to be paid to count as experience. Jobs, internships, volunteer positions, or student leadership roles all count as experience.

Early in your college career, you may find high school experiences are still pertinent. Typically after sophomore year, you will find recent roles have more relevance.

Include job title, employer, dates, city, and state.

Other Categories

Will vary, depending on your goal. Common examples include: Activities, Skills, Honors, Awards, and/or Volunteer Service.

Profile Statement

Profile statements (also known as a summary statement or summary of qualifications) are 2-4 line descriptions highlighting the characteristics, skills, and experience that you bring as a professional. Similar to what you would include in a summary on LinkedIn, it provides a narrative introduction to you as a candidate.

Examples:

Industrious biology student with strong work ethic and experience in laboratory research. Positive teammate with unique ability to motivate groups in order to meet objectives within strict deadlines.

Motivated business student with experience in data management and team leadership. Goal-oriented with acute attention to detail. Quick learner prepared to evolve with an organization's needs.

Content: Effective Descriptions

The description of experience is just as important as the way it looks. A well-formatted resume is an important start, but writing effective bullet points is the real difference between the top- and mid-tier resumes. **Use statements to tell a story that make it clear what skills and knowledge can be applied at the employer's organization.**

Use strong action verbs in the past tense (present for current positions) and provide sufficient detail with emphasis on your contributions and outcomes. Focus on skills or characteristics requested in the job description, if possible. Write in a concise style that omits personal pronouns (I, my) and articles (a, the). Below are some example bullet points and ways to strengthen them:

Example: Resident Assistant, University of Puget Sound

Poor: • Responsible for planning programs and events
Better: • Designed programs and events for 50 residents

Consider: *What kinds of programs? What was the purpose? What was the impact?/outcome?*

Best: • **Designed alcohol awareness programs and events for 50 first-year residents resulting in lowest number of alcohol-related incidents among all residence halls**

Overused phrases to avoid:

- Responsible for
- Assisted with
- Helped with
- Duties included

Example: Research Assistant, Psychology Department

Poor: • Duties included research
Better: • Conducted research on homelessness rates in Tacoma

Consider: *What was the purpose of your research? What methods did you use to collect information? How did you analyze the information? What did you do with the data you collected?*

Best: • **Collected quantitative data from county demographic sources and interviewed 25-30 residents of current shelters to gather personal narratives**
• **Researched homelessness rates in Tacoma and drafted summary documentation to support grant application for funds to create new homeless shelter**

Format, Page Layout, and Templates

Page Layout

Effective layout ensures you make good use of the white space available, which improves the readability of your resume.

Margins: Keep the margins between 1" to 0.7" on all sides.

Fonts: Font size can be 10-12. Choose a font that is easy to read.

Spacing: Single-spaced is best in most cases.

Order: List sections in order of importance. List items within each section in reverse chronological order starting with the most recent.

Pages: Most students and recent graduates will have a one-page resume. Two pages is appropriate if you have enough directly relevant experience for more than one page.

Templates: Not Recommended

Resume templates are usually recognizable to employers and you don't want to blend into a crowd of similar resumes. In addition, the formatting can be challenging to adjust and it is often easier to create a resume from a basic Word document. Use templates as inspiration, but you're better off designing your own format.

Action Verbs by Functional Area

COMMUNICATION

Persuaded	Arranged	Contacted	Drafted	Lobbied	Attained
Presented	Authored	Conveyed	Edited	Marketed	Awarded
Promoted	Briefed	Corresponded	Explained	Mediated	Completed
Publicized	Collaborated	Counseled	Interacted	Moderated	Exceeded
Reported	Communicated	Debated	Interpreted	Negotiated	Reached
Responded	Composed	Discussed	Interviewed	Observed	Showcased
Wrote	Consulted	Documented	Listened	Participated	Surpassed

ACHIEVEMENTS

CREATIVE

Acted
Composed
Created
Customized
Designed
Developed
Directed
Established

Fashioned
Illustrated
Invented
Modeled
Originated
Performed
Shaped
Solved

LEADERSHIP/MANAGEMENT

Administered
Adjusted
Aligned
Allocated
Analyzed
Appraised
Budgeted
Calculated
Collaborated
Coordinated
Cultivated
Delegated
Designed
Developed
Directed
Engineered
Established
Estimated
Executed
Facilitated

Founded
Guided
Implemented
Initiated
Launched
Mentored
Mobilized
Navigated
Operated
Orchestrated

Pioneered
Planned
Produced
Projected
Recruited
Reduced
Regulated
Spearheaded
Supervised
Trained

PROBLEM SOLVING/PROCESS IMPROVEMENT

Accelerated
Advanced
Boosted
Consolidated
Converted
Decreased

Deducted
Delivered
Diagnosed
Enhanced
Expanded
Expedited

Forged
Gained
Generated
Improved
Integrated
Lessened
Maximized
Overhauled
Reconciled
Redesigned
Reduced
Refined

Rehabilitated
Reorganized
Revitalized
Simplified
Standardized
Stimulated

Streamlined
Sustained
Updated
Upgraded
Yielded

RESEARCH

Analyzed
Assembled
Assessed
Audited
Calculated
Collected
Compared

Conducted
Criticized
Detected
Determined
Diagnosed
Evaluated
Examined

Experimented
Explored
Formulated
Gathered
Identified
Interpreted
Inspected
Invented
Investigated
Measured
Quantified
Searched
Surveyed
Tested

TECHNOLOGY

Adapted
Applied
Assembled
Built
Debugged
Designed
Developed
Engineered

Installed
Maintained
Operated
Programmed
Remodeled
Solved
Standardized
Upgraded

TEACHING AND HELPING

Advised
Advocated
Aided
Answered
Assisted
Clarified

Coached
Contributed
Consulted
Demonstrated
Educated
Encouraged

Evaluated
Explained
Facilitated
Guided
Helped
Individualized
Informed
Instilled
Instructed
Motivated

Persuaded
Resolved
Simplified
Supported
Taught

Trained
Tutored
Volunteered