

Getting Started: Resume Writing Guide and Tips

10 Tips for starting your resume from scratch

1. Use an easy-to-read font such as Calibri, Arial or Times New Roman in font size 11 or 12 in black print.
2. Adjust all margins to 1" or smaller, but never that 0.5".
3. Utilize tabs to create uniform headings and indentations.
4. Include your name (in bold) and all important contact information. Make sure you have a professional email account instead of mochalover25@hotmail.com and always remove the hyperlink line.
5. Do not use pronouns such as "me", "I", and "my". Instead, stick with 3rd person writing: "Managed 5-star condominium timeshare".
6. Information should be presented in short phrases with common words.
7. Use bullet points for ease of reading.
8. Keep it to 1 or 2 "whole" pages. If you have little experience in your field, 1 page is recommended.
9. Stick with a traditional format. Resume writing is one instance where extreme creativity is frowned upon by employers and recruiters.
10. Focus more on achievements.

Things to Never Put on a Resume

- Irrelevant Job Experience
- Low G.P.A. (only list 3.2 or higher)
- Your Photograph or other pictures and clipart
- Social Security Number
- Criminal Records
- High School (unless you have no college experience or degree)
- Personal Info: Age, Health Conditions, Religion and Political Identity
- Lies or exaggerations in regards to education or work history

A Resume Style that is Right for You

Chronological Resume – Focus on work history and direct experience in reverse-chronological order beginning with your current or most recent job. This style is good choice for job seekers that have several solid years of applicable job experience.

Functional Resume – Focuses on skills and other forms of experience which may not necessarily be actual jobs (such as volunteer work, clubs, internships, etc.) This is recommended for job seekers that lack applicable job experience.

Combined Resume – A hybrid style that uses both a chronological and functional format, focusing on skills and education but including a section with job history. This one is most preferred by employers and safe bet, especially for students that are finishing up their degree and have some related job experience.

Suggested Resume Headings and Order (by style)

| Chronological | Functional | Combined |
|--|--|---|
| Name/Contact Info Profile Statement Work Experience Education | Name and Contact Info Profile statement or objective Education Volunteer Work or Internships Clubs and Affiliations Skills and/or Computer Skills Honors or Awards | Name and Contact Info Profile Statement or Objective Work Experience Education Skills and /or Computer Skills Honors or Awards |

Writing Examples

BAD Administrative Assistant

- I answered phones and directed calls to my boss when needed
- I helped out with filing and keeping office tidy and did what others in the office needed help with

GOOD Administrative Assistant

- **Managed** switchboard and customer service desk for local cable company
- **Assisted** customers with billing inquiries
- **Resolved** customer complaints due to services dissatisfaction

Proof, Proof, Proof

Remember that proof reading your resume is a critical part of writing your resume. Plan on having at least 3 trusted friends; peers or instructors proof your work for spelling, grammar, punctuation etc. Also remember, you can always stop in or make an appointment with Career Services in Room 118 on the Lone Tee Campus or by calling 226-4337.

Action Verbs

Bring your resume to life with ACTION VERBS like these:

Accelerated, Accomplished, Achieved, Acquired, Acted, Activated, Adapted, Addressed, Adjusted, Administered, Advanced, Advertised, Advised, Advocated, Aided, Allocated, Analyzed, Answered, Applied, Appointed, Appraised, Approved, Arbitrated, Arranged, Ascertained, Assembled, Assessed, Assigned, Assisted, Attained, Augmented, Authorized, Awarded, Balanced, Began, Boosted, Briefed, Budgeted, Built, Calculated, Captured, Cataloged, Centralized, Chaired, Championed, Charted, Checked, Clarified, Classified,, Coached, Coded, Collaborated, Collected, Combined, Communicated, Compared, Compiled, Completed, Composed, Computed, Conceived, Conceptualized, Condensed, Conducted, Conferred, Conserved, Considered,, Consolidated, Constructed, Consulted, Contacted, Continued, Contracted, Contributed, Controlled, Converted, Conveyed, Convinced, Cooperated, Coordinated, Corrected, Corresponded, Counseled, Crafted, Created, Critiqued,, Cultivated, Customized , Debated, Debugged, Decided, Defined, Delegated, Delivered, Demonstrated, Designated, Designed, Detected,, Determined, Developed, Devised, Diagnosed, Directed, Discovered, Discussed, Dispensed, Dissected, Distributed, Diversified, Diverted, Documented, Drafted, Drew , Earned, Edited, Educated, Effected, Elected, Elicited, Eliminated, Emphasized, Employed, Enabled, Enacted,, Encouraged, Enforced, Engineered, Enhanced, Enlarged, Enlisted, Ensured, Entertained, Established, Estimated,, Evaluated, Examined, Executed, Exhibited, Expanded, Expedited, Experimented, Fabricated, Facilitated, Familiarized, Fashioned, Filed, Finalized, Financed, Fixed, Focused, Forecasted, Forged, Gained, Gathered, Generated, Governed, Grossed, Guided , Halted, Handled, Headed, Heightened, Helped, Hired, Honed, Hosted, Hypothesized, Identified, Illustrated, Imagined, Implemented, Improved, Improvised, Incorporated, Increased, Indexed, Individualized, Influenced, Informed, Initiated, Innovated, Inspected, Inspired, Installed, Instilled, Instituted, , Instruct, Insured, Launched, Learned, LECTURED, Led, Leveraged, Lifted, Listened, Located, Logged, Maintained, Managed, Manipulated, Manufactured, Mapped, Marketed, Masterminded, Maximized, Measured, Mediated, Mentored, Merged, Mobilized, Modeled, Moderated, Modified, Monitored, Motivated , Navigated, Negotiated, Netted, Normalized, Observed, Obtained, Opened, Operated, Ordered, Orchestrated, Organized, Originated, Outlined, Outsourced, Participated, Perceived, Performed, Persuaded, Photographed, Pinpointed, Piloted, Pioneered, Placed, Planned, Played, Predicted, Prepared, Prescribed, Presented, Presided, Prevented, Printed, Prioritized, Processed, Procured, Produced, Programmed, Projected, Promoted, Proofread, Propelled, Proposed, Prospected, Protected, Proved, Provided, Publicized, Purchased, Raised, Ran, Rated, Reached, Realigned, Realized, Reasoned, Received, Recognized, Recommended, Reconciled, Recorded, Recruited, Rectified, Recycled, Reduced, Referred, Regained, Registered, Regulated, Rehabilitated, Related, Reinforced, Remodeled, Rendered, Renegotiated, Reorganized, Repaired, Replaced, Satisfied, Saved, Scheduled, Screened, Searched, Secured, Selected, Separated, Served, Shaped, Shared, Simplified, Simulated, Sketched, Sold, Solicited, Solved, Sorted, Spearheaded, Specialized, Specified, Spoke, Tabulated, Targeted, Taught, Terminated, Tested, Tightened, Totaled, Tracked, Traded, Trained, Transcribed, Transferred, Transformed, Transitioned, Transmitted, Translated, Traveled, Troubleshoot, Tutored, Uncovered, Undertook, Unified, United, Updated, Upgraded, Used, Utilized, Validated, Verbalized, Verified, Vitalized

