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Résumé Writing Guide

Résumé Writing Guide Contents

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Creating Your Résumé

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 résumé 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. Use the following checklist to develop your résumé and compare it to the template. Additionally, feel free to use the action verb list at the bottom of this page as a reference to start writing your bullet points.

Résumé Writing Checklist

Check mark as you go!

- ☐ You've included updated contact information (name, phone, personal/professional email, *optional city & state*)
- ☐ You've included headers that fit your experiences, such as: Education, Work Experience, Internship Experience, Volunteer, Skills, etc.
- ☐ The résumé is tailored to the job you are applying for
- ☐ The résumé is relevant to the position and contains industry-related keywords (use the job description as a reference for keywords)
- ☐ You **do not** include periods at the end of your bullet points
- ☐ The résumé does not contain pronouns (I, We, My, They, etc.)
- ☐ Length of document is appropriate (a résumé CAN be more than one page *if necessary*; if it goes on to the second page, make sure it takes up half to all of that second page)
- ☐ Document is free of spelling and grammatical errors
- ☐ Résumé contains no personal/identifying information or photos
- ☐ The format is organized and easy to read
- ☐ You've had at least one other person look over your résumé for you
- ☐ Each bullet point should start with an action word (TIP: Use the list on the following page as a reference)
 - **Action Words** can be used to begin each bullet point phrase in your résumé. Keep in mind that there may be additional words that pertain specifically to your field. Always begin your bullet points with an action word that describes an explanation of your job accomplishments/responsibilities.



Action Word List

Management Skills

Accelerated
Accomplished
Achieved
Administered
Assigned
Chaired
Conferred
Consolidated
Controlled
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Exhibited
Improved
Increased
Organized
Planned
Prioritized
Promoted
Recommended
Reviewed
Strengthened
Supervised

Communication Skills

Addressed
Authored
Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Mediated
Moderated
Negotiated
Participated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Reviewed
Revised
Translated
Wrote

Research Skills

Analyzed
Clarified
Collected
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Eliminated
Expanded
Facilitated
Guided
Motivated
Referred
Represented
Significantly
Succeeded

Financial Skills

Administered
Allocated
Analyzed
Audited
Balanced
Budgeted
Calculated
Computed
Conducted
Developed
Forecasted
Managed
Marketed
Negotiated
Planned
Projected
Sold

Clerical Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Contracted
Converted
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Proficient in
Purchased
Recorded
Retrieved
Scheduled
Screened
Simplified
Specified
Streamlined
Systematized
Tabulated
Validated

Technical Skills

Assembled
Built
Calculated
Computed
Configured
Designed
Devised
Engineered
Equipped
Expedited
Fabricated
Installed
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Retrieved
Solved
Upgraded

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Formulated
Fostered
Guided
Informed
Instructed
Motivated
Persuaded
Prepared
Set goals
Stimulated
Trained

Creative Skills

Acted
Completed
Conceptualized
Constructed
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Produced
Planned
Revitalized
Shaped
Structured



Résumé Template

Please use this template as a guide for your résumé. Include only the sections that are applicable to your experience.

NAME

City, State (*optional*) | Personal/Professional Email | Phone

EDUCATION

Name of School, City, State

Graduation month year

Type of Degree, What the degree is in (add minor if applicable)

Add GPA if 3.0 or above

If applicable, include study abroad experience

HONORS/AWARDS

This section is relevant if you gained multiple honors/awards throughout your time in college.

RELEVANT COURSEWORK (*optional section*)

WORK EXPERIENCE

Name of Company or Organization, City, State

Date (month year to month year)

Job Title

If you are still working: month year to Present

- List 3-5 bullet points describing your job responsibilities
- Make sure that each bullet point is detailed and thorough, and that it highlights any skill sets you obtained while working in this position
- If this is a current position, be sure to write the responsibilities in present tense; for past positions, write in past tense
- Within each section, make sure experiences are listed in reverse chronological order (most current at the top)
- Remember to use an action word to start each bullet point

INTERNSHIP EXPERIENCE

Name of Company or Organization, City, State

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 current students & recent grads

VOLUNTEER

List your volunteer experiences in bullet point format. Include organization names and dates.

EXTRACURRICULAR ACTIVITIES

Include organization name and dates. Make sure to spell out the name of the club/organization.

LEADERSHIP EXPERIENCE

Always include organization name, your title, and dates. You can also include a bullet point or two about your responsibilities.

SKILLS (Can be listed as "SKILLS/CERTIFICATIONS" if applicable)

This should include hard skills that are specific and/or measurable such as foreign language proficiency/fluency, computer programs, and social media platforms. If you are certified in any hard skills, you can include it here too.



Sample Résumé

GRIFFY GRIFFIN

New York, NY | ggriffin@geemail.com | (212) 555-5555 | <https://www.linkedin.com/in/griffygriffin>

EDUCATION

Marymount Manhattan College, New York, NY

Anticipated May 2021

Bachelor of Arts in Business Administration; Leadership Concentration

GPA: 3.4

WORK EXPERIENCE

Dolphin Restaurant, Yonkers, NY

July 2019 – Present

Host

- Greet guests and manage seating arrangements in high-volume restaurant
- Set up and organize events for broad populations of 10 – 200+ customers
- Ensure proper table settings to align with vision of restaurant owner and maintain company brand
- Act as expert for 50+ menu items and advise customers on availability of order modifications
- Maximize restaurant revenue by strategizing best reservation schedules and booking accordingly

Urban Outfitters, New York, NY

June 2018 – February 2019

Sales Associate

- Built rapport with up to 50 customer daily by serving as subject matter expert for store merchandise, answering inquiries, and addressing concerns
- Maintained cleanliness of store by restocking shelves, organizing inventory, and setting up displays
- Performed retail point-of-sale functions, including price checks, returns, transactions, and SKU searches

Bantam Day Camp, Bantam, CT

June 2017 – August 2017

Camp Counselor

- Led group of 15 children, ages 8-10, in daily activities, lunches, and field trips
- Planned and executed two events for camp population of 250+ students: Color War and Talent Show
- Ensured health and safety of campers by organizing medication needs and mediating relational conflicts

LEADERSHIP

Marymount Manhattan College Newspaper – *The Monitor*, New York, NY

January 2019 – Present

Editor-in-Chief

- Manage daily operations and logistical considerations of newspaper and oversee staff of 14 students
- Proof all articles and blurbs, including editing the layout, content, and formatting for bi-weekly release of 12-page publication

Marymount Manhattan College, New York, NY

August 2018 – June 2019

Resident Assistant

- Fostered development of relationships among 45 first-year residents
- Advised and counseled students on academic, social, and personal questions and concerns
- Managed administrative duties: budgeting, maintenance, room transfers, incident reports

SKILLS

Technical: Microsoft Office Suite (Word, PowerPoint, Excel); Adobe Illustrator, Photoshop

Social Media Platforms: Facebook, Instagram, Twitter

Languages: Bilingual Spanish/English



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