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# Resume Writing Guide

## Resume Writing Guide Contents

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## Creating Your Resume

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.

## Resume 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 Verb 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

## Communication Skills

Addressed  
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Participated  
Persuaded  
Promoted  
Publicized  
Reconciled  
Recruited  
Reviewed  
Revised  
Translated  
Wrote

## 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

# Resume Template

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

## NAME

City, State | Professional Email (*non-MMC*) | Phone | LinkedIn/Digital Portfolio URL

## EDUCATION

Name of School, City, State

Graduation month year

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

Add GPA if 3.5 or above | Honors and Awards

If applicable, include study abroad experience and/or relevant coursework

## HONORS/AWARDS

This section is relevant if you gained multiple honors/awards outside of your educational experience.

## 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

## LEADERSHIP EXPERIENCE

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

## VOLUNTEER EXPERIENCE

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.

## 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 Resume

## 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 2025

*Bachelor of Arts in Business; Concentration in Media and Arts Management*

GPA: 3.8 | Dean's List (2022-Present)

*Relevant Coursework:* History & Missions of Arts Institutions; Fundraising & Marketing for the Arts; Digital Marketing; Media, Law & Ethics; The Business of Broadway

### INTERNSHIP EXPERIENCE

**The Empire Theatre Company**, New York, NY

January 2023 – May 2023

*Social Media Intern*

- Launched and built the organization's TikTok page and grew the audience to over 2,000 followers
- Increased Instagram audience by more than 3,000 "likes" by actively managing user conversations and encouraging repeat engagement
- Took and edited digital photographs of rehearsals and performances to post across social platforms
- Generated and analyzed social media performance reports using Google Analytics and Hootsuite

### WORK EXPERIENCE

**Urban Outfitters**, New York, NY

August 2022 – Present

*Sales Associate*

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

**Dolphin Restaurant**, Yonkers, NY

July 2019 – August 2021

*Host*

- Greeted guests and manage seating arrangements in high-volume restaurant
- Set up and organized events for broad populations of 10 – 200+ customers
- Acted as expert for 50+ menu items and advise customers on availability of order modifications

### LEADERSHIP EXPERIENCE

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

August 2023 – 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 2022 – Present

*Resident Assistant*

- Foster the development of relationships among 45 first-year residents
- Advise and counsel students on academic, social, and personal questions and concerns
- Manage administrative duties: budgeting, maintenance, room transfers, incident reports

### SKILLS

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

*Social Media Platforms:* Facebook, Instagram, X (Twitter), Hootsuite, TikTok

*Languages:* Bilingual Spanish/English