

Resume Writing

Employers generally spend about 30 seconds looking at a resume.

Keep in mind these important points as you write yours:

- x Be brief, clear, neat and honest
- x Your resume should be well organized and easy to follow
- x Be focused; employers do not want to make career decisions for you
- x Your resume is a formal, professional document and a work sample

Common Guidelines

- ™ Resume length 1-2 pages It is VERY rare and uncommon for students to have a two page resume.
- ™ Font type and size Arial, Times New Roman, Gill Sans, Garamond (common, easy to read types), 12 pt size
- ™ Name and section headings should be most prominent thing on page and be easy to read
- ™ Margins 3/4 in to 1 inch on all sides, keep sides symmetrical
- ™ Use bold and underline to highlight content of particular relevance and importance; italics sparingly.
- ™ Use a consistent verb tense (past tense for past experiences and present tense for current experiences)
- ™ Use action-oriented words to describe your experiences (see sample list on the last page of this handout)
- ™ Organize your content in a way that reflects your professional pursuits
- ™ Omit personal information such as height, weight, age, race, gender, hobbies, interests and marital status
- ™ Minimize abbreviations to only those that are well known, i.e., states
- ™ Proofread your resume and have others review it for grammar and clarity
- ™ Name the document appropriately when saving to your computer (ex. Jane Doe Resume 2015)
- ™ Save your resume as a .pdf document for easy electronic transmission
- ™ Print on white or off-white, high quality paper unless you are submitting online; or

3) you have a stable work history with few or no

gaps.

Functional: This style highlights your skills and achievements as opposed to job titles and dates. Typical functional categories include skill areas such as Administrative, Service, Supervisory, Communications, Financial, Training, Interpersonal, Creative, Public Relations, Sales, Language and Computer.

Use this format if 1) your work history is inconsistent; 2) you are changing careers. Most students and young professionals do NOT use this format.

Use this format if: 1) you want the reader to focus on only your education and work experience that helped prepare you for their specific job; 2) you want to emphasize some past experience that is relevant to your career objective, or 3) you'd rather deemphasize your most

EXPERIENCE

- x Include job title, place of employment, city and state, dates (most recent first).

Name	
Address, Email, Phone	
Education:	
Bachelor of Arts Stockton University Major: Psychology GPA: 3.4	Expected May 2017 Galloway, NJ
Related Experience	
Marketing Intern , Career Education and Development, Galloway, NJ April - July 2016	
<ul style="list-style-type: none">x Collaborated with Director and developed marketing campaign upcoming events and programs.x Utilized electronic and print material to promote office to campus community.x Efforts increased student participation by 15% over previous year.	
Additional Experience	
Volunteer, Seashore Gardens, Galloway, NJ January 2014-May 2015	
<ul style="list-style-type: none">x Assisted staff with patient care and aided residents with errands on a weekly basis.	
Skills:	
Computer: MS Word, Excel, PowerPoint, Publisher Language: Conversational Spanish	

Action Words

Management Skill Verbs:

Allocated, Determined, Directed, Elected, Enlisted, Formed, Founded, Governed, Initiated, Inspired, Instituted, Led, Managed, Moderated, Motivated, Operated, Oversaw, Pioneered, Presided, Produced, Recruited, Represented, Selected, Spearheaded, Sponsored, Staged, Started, Supervised, Trained

Organizational Skill Verbs:

Arranged, Assembled, Collected, Centralized, Coordinated, Catalogued, Distributed, Enforced, Executed, Expedited, Formalized, Generated, Implemented, Installed, Maintained, Monitored, Organized, Performed, Planned, Prepared, Processed, Routed, Recorded, Reorganized, Scheduled, Streamlined, Updated

Communication Skill Verbs:

Acquainted, Apprised, Answered, Briefed, Conducted, Contacted, Delegated, Demonstrated, Drafted, Educated, Explained, Familiarized, Handled, Informed, Instructed, Introduced, Lectured, Listened, Presented, Reported, Responded, Revised, Rewrote, Spoke, Summarized, Taught, Trained, Translated, Wrote

Analytical Skill Verbs:

Analyzed, Assessed, Audited, Compiled, Consulted, Detected, Discovered, Documented, Edited, Evaluated, Examined, Gathered, Identified, Interpreted, Interviewed, Investigated, Researched, Searched, Surveyed, Tested

Helping Skill Verbs:

Advised, Aided, Attended, Assisted, Coached, Collaborated, Contributed, Counseled, Comforted, Facilitated, Fostered, Guided, Helped, Instilled, Mentored, Provided, Settled, Supported, Tutored, Treated

Selling/Marketing Skill Verbs:

Arbitrated, Convinced, Dissuaded, Encouraged, Marketed, Mediated, Negotiated, Persuaded, Promoted, Publicized, Recruited, Resolved, Sold, Secured, Solicited

Financial Skills: Accounted for, Adjusted, Allocated, Audited, Authorized, Balanced, Budgeted, Calculated, Collected, Compiled, Controlled, Decreased, Diversified, Financed, Forecasted, Grossed, Increased, Reconciled, Recorded, Red Tabulated, Totaled, Tracked

Creative Skill Verbs:

Authored, Conceived, Conceptualized, Created, Composed, Designed, Developed, Devised, Established, Invented, Originated, Revolutionized

Additional Power Verbs:

Adapted, Attained, Augmented, Awarded, Boosted, Broadened, Built, Calculated, Catered, Decreased, Developed, Ensured, Eliminated, Exceeded, Excelled, Expanded, Executed, Gained, Generated, Improved, Increased, Launched, Mastered, Modernized, Published, Raised, Reconciled, Reduced, Revalued, Revitalized, Saved, Strengthened, Supplemented, Supported, Tended, Utilized