

Resume Writing

Common Guidelines

- **Resume length:** 1-2 pages
- **Font type and size:** Arial, Times New Roman, Gill Sans (easy to read types), 10 – 12 pt size
- **Name and headings** should stand out and be easy to read
- **Margins:** ½ inch to 1 inch on all sides. Keep sides symmetrical.
- Use **bold**, *italics*, and underline to highlight content of particular relevance and importance
- Use a **consistent verb tense** (past or present tense)
- Use **action oriented words** to describe your experiences
- **Organize** your content in a way that reflects your professional pursuits
- **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 2007.doc)
- **Save your resume as a .pdf** document for easy electronic transmission
- **Print** on resume paper using a laser printer



One, Two, or Three Resumes?

It is common to have a few different resumes, all ready for use. One may be geared towards a job in marketing, while another may be better for a legal assistant position. Know that your resume should be tailored for the type of position you seek to pursue. Subtle differences can create a distinctive resume and one that highlights the skills and experiences you have which are most relevant to the available job or internship.

Before You Begin

Below is a list of what you will need to know/have before you begin writing your resume:

- Your current contact information
- Career objective (optional)
- College information (major, gpa, study abroad information, etc.)
- List of honors and awards (including date)
- List of professional presentations, papers, and conferences
- List of experiences (jobs, activities, volunteering). Name of organization, your title/role, city, state, dates.
- List of skills and certifications (foreign language, lab, and computer skills, cpr certification, etc.)

Choose Your Style

Your resume is unique and reflects your own experiences. It is important to choose a visual format to your liking, along with a suitable structure for content. Be consistent with the presentation and content. Browse through the resume book at Career Development and choose a few resumes that you like. Having these on hand will help you create your document. **TIP: Do not use the Resume Templates in Microsoft Word. These can be helpful, but eventually they create a document which is difficult to edit.**

Ready, Set, Type!

Once you are ready to start putting words to paper, it is time to begin! Most resumes will include several sections; they are listed below and reviewed in more detail.

▪ Name and contact information

Your name should be the largest text on the page and it is usually **bolded**. Include your college and home addresses, telephone, and email. **If you list your cell phone**, be certain that your outgoing message is appropriate for potential employers. Similarly, only use professional email addresses. US resumes do not need additional personal information; however, if you seek employment outside the US, you should prepare a resume specifically for that country.

▪ Objective (optional)

The objective is a brief statement indicating the type of position you seek. Example: A summer internship in the media department of a large advertising agency.

▪ Education

List the name of your college, type of degree earned (ex. Bachelor of Arts), and the month and year of your graduation. Your GPA may be included if it is a 3.0 or higher.

Study abroad information can be included here. Provide the name of your program, location, and a brief description.

Honors and awards can be listed in this section, or in their own section. State the name of the honor/award and the date earned. It is helpful to describe the award/honor if not widely known.

High school information can be included up until your junior year. At that time, you should have plenty of college-related experience for a full page resume.

▪ **Related Experience** Items in this section should be directly related to the job/internship you are pursuing. List your most recent experience first.

Your job title/role, name of employer/organization, city, state. Dates.

Provide a concise and relevant description of this job/activity/volunteer experience. State what you accomplished, who you worked with, and how you completed these tasks. See above for a simple example.

▪ **Additional Experience** Items in this section are probably not related to the job/internship you are pursuing, but you want the employer to learn about your additional responsibilities.

Your job title/role, name of employer/organization, city, state. Dates.

Provide a concise and relevant description of this job/activity/volunteer experience. State what you accomplished, who you worked with, and how you completed these tasks. See above for a simple example.

▪ Skills

Foreign language competency, technical ability, scientific/lab experience, and certifications should be included in this section. Only list skills that you are comfortable using on a regular basis.

▪ Activities

This section contains information on other involvements that are not of great substance. For example, you may list a club/organization membership here. However, if you held a leadership position it would be listed in the Additional Experience section.

Name

College Address, Phone, Email
Home Address

Objective: To obtain a summer internship in the media department of a large advertising agency.

Education:

Gettysburg College, Gettysburg, PA
Bachelor of Arts, expected May 2010
Major: Philosophy
GPA: 3.20

Related Experience

Marketing Intern, Career Development, Gettysburg, PA.
May – Aug. 2007. Collaborated with Director and developed marketing campaign for upcoming events and programs. Utilized electronic and print material to promote office to campus community. Efforts increased student participation by 15% over previous year.

Additional Experience

Volunteer, El Centro, Gettysburg, PA. 2006 - Present.
Assisted school age children with math homework on a weekly basis.

Skills

Computer: MS Word, Excel, PowerPoint, Publisher.
Language: Conversational Spanish.

Action Words

accelerated	combined	educated	increased	promoted	sought
accomplished	communicated	elected	indicated	proofed	specified
accounted for	compared	eliminated	indoctrinated	proved	spoke
achieved	compiled	employed	initiated	provided	started
acquired	completed	enabled	influenced	publicized	simplified
acted	composed	encouraged	informed	published	smoothed
adapted	computed	engineered	innovated	purchased	solidified
added	conceptualized	enjoyed	inspected	qualified	solved
addressed	concluded	enlarged	installed	quickened	sought
adjusted	conditioned	enlisted	Instituted	ran	specified
administered	conducted	ensured	instructed	rated	spoke
advised	consolidated	entered	insured	realized	started
aided	constructed	established	integrated	received	stated
allocated	contained	estimated	interpreted	recognized	stimulated
analyzed	continued	evaluated	interviewed	recommended	straightened
anticipated	contracted	examined	introduced	reconciled	streamlined
applied	constructed	excelled	invented	recorded	strengthened
appraised	contributed	executed	investigated	recruited	studied
approved	controlled	exercised	joined	reduced	submitted
argued	convinced	expanded	kept	referred	suggested
arranged	coordinated	expedited	launched	regulated	suggested
assembled	corrected	explained	launched	rehabilitated	summarized
assessed	corresponded	explored	lectured	related	supervised
assigned	counseled	extracted	led	remodeled	supported
assisted	crafted	fabricated	licensed	renovated	surveyed
assumed	created	facilitated	locates	repaired	systemize
assured	critiqued	familiarized	looked	reported	tabulated
attained	cut	fashioned	made	represented	targeted
attended	dealt	filed	maintained	rescued	taught
audited	debated	financed	managed	researched	tested
authored	decided	focused	mapped out	restored	tightened
authorized	decreased	forecast	maximized	restructured	took
automated	defined	foresaw	met	resulted in	took over
awarded	delegated	formulated	modified	retrieved	totaled
balanced	delivered	forwarded	monitored	returned	toured
began	demonstrated	fostered	motivated	revealed	tracked
bolstered	designed	found	moved	reviewed	trained
boosted	determined	founded	named	revised	transferred
bought	developed	gained	negotiated	revitalized	transformed
briefed	devised	gathered	netted	saved	translated
brought	diagnosed	generated	observed	scheduled	traveled
budgeted	digested	graded	opened	schooled	treated
built	diminished	greeted	pioneered	scouted	trimmed
calculated	directed	grossed	placed	screened	tutored
catalogued	discovered	guided	planned	scrutinized	typed
caught	dispatched	handled	played	selected	uncovered
caused	distinguished	hastened	prepared	sent	unearthed
chaired	diversified	heightened	presented	served	unfurled
changed	drafted	helped	prevailed	set	updated
checked	dramatized	highlighted	prioritized	shaped	upgraded
chose	dropped	identified	processed	shipped	validated
clarified	earned	illustrated	produced	showed	welcomed
classified	edited	implemented	profited	simplified	won
closed	educated	improved	programmed	smoothed	worked
coached	elected	included	prohibited	solidified	
collected	edited	incorporated	projected	solved	