

Résumés



How long does a potential employer usually spend with one résumé?

20-30 seconds

How do we make it skimmable?

Résumé Design Purposes

Chronological

- What you have already done

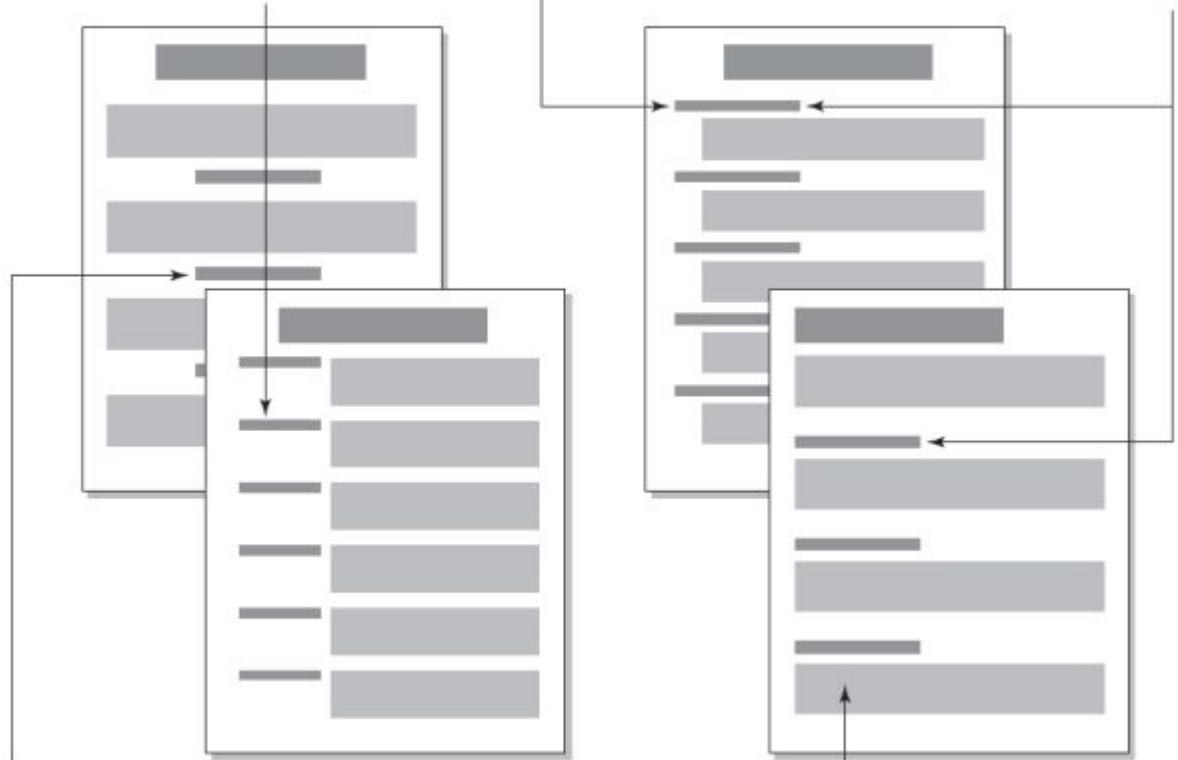
Functional

- What you know how to do

Design Possibilities

"Hanging-head" format: shortens line length, makes sections more distinct.

Resume headings: labels such as "Experience" and "Education," and so on.



Centered headings and headings flush with resume body text.

Resume body text: background, details, etc.

Headers & Subheaders

Academic Achievements
Academic History
Academic Honors
Academic Training
Accomplishments
Activities
Additional Experience
Additional Professional Training
Additional Training
Affiliations
Appointments
Areas of Expertise
Associations
Athletic Involvement
Awards
Awards & Distinctions
Background and Interests
Business Experience
Career Goal
Career Highlights
Career History
Career Objective
Career Profile
Career-Related Experience
Career-Related Fieldwork
Career-Related Workshops
Career-Related Training
Career Skills & Experience
Career Summary
Certificate(s)
Certifications
Classroom Experience
Coaching Experience
Coaching Skills
College Activities
Communication Experience
Community Involvement
Computer Background
Computer Experience
Computer Knowledge
Computer Languages
Computer Proficiencies
Computer Skills
Computer Systems
Consulting Experience
Cooperative Education
Cooperative Education Experience
Course Highlights
Course Work Included
Courses of Interest

Credentials
Degree(s)
Designations
Dissertation
Education
Education Highlights
Education & Training
Educational Background
Employment
Employment History
Employment Objective
Exhibitions & Awards
Experiences(s)
Experience Highlights
Extracurricular Involvement
Field Placement
Foreign Language
Graduate School
Graduate School Activities
Graduate School Employment
Hardware/Software
Highlights of Qualifications
Honors
Honors, Activities, & Organizations
Honors and Awards
International Experience
International Travel
Internship Experience
Internship(s)
Job History
Languages
Leadership Roles
License(s)
Major Accomplishments
Management Experience
Memberships
Memberships & Activities
Military Experience
Military Service
Military Training
Objective
Occupational History
Other Experience
Other Skills
Overseas Employment
Overseas Experience
Planning & Problem Solving
Portfolio
Position Objective
Practicum Experience

Professional Affiliations
Professional Affiliations & Awards
Professional Employment
Professional Experience
Professional Leadership
Professional Memberships
Professional Organizations
Professional Objective
Professional Qualifications
Professional Seminars
Professional Summary
Publications
Published Works
Qualifications
References
Related Course Work
Related Experience
Relevant Course Work
Research Experience
Seminars
Skill(s) Summary
Skills & Attributes
Skills & Qualifications
Special Abilities
Special Awards
Special Awards & Recognitions
Special Courses
Special Interests
Special Licenses & Awards
Special Projects or Studies
Special Skills
Special Training
Strengths
Student Teaching
Student Teaching Experience
Study Abroad
Summary
Summary of Experience
Summary of Qualifications
Teaching Experience
Teaching & Coaching Experience
Teaching & Related Experience
Thesis
Travel Abroad
Travel Experience
Volunteer Experience
Work Experience
Work History
Workshops & Seminars

Education Section

- While still a student up until three years after, it is recommended to put first
- After three years, Work Experience comes first and then Education
- GPA optional if 3.0 or above
- Format:
 - Name of School, City, State Expected Graduation Date: June 2018

Experience Section

- Your Job Title (Bolded)
- Name of organization where you worked
- City
- Dates of Employment

Intern

Solution Farms, Vista, CA | May-June 2017

Experience Section, Part II

- Your responsibilities
- Start all bullet points with action verbs (next slide and handout)
- Be specific:
 - *Weak:* Introduced process improvements, which resulted in considerable savings.
 - *Better:* Introduced process improvements, which resulted in an average cost savings of \$315,000 annually.

Action Verbs

Communication Skills

Address
Arbitrate
Arrange
Author
Correspond
Develop
Direct
Draft
Edit
Enlist
Formulate
Influence
Interpret
Lecture
Mediate
Moderate
Motivate
Negotiate
Persuade
Promote
Publicize
Recruit
Speak
Translate

Management Skills

Administer
Analyze
Assign
Attain
Chair
Contract
Consolidate
Coordinate
Delegate
Develop
Directed
Evaluate
Execute
Improve
Increase
Organize
Plan
Prioritize
Produce
Recommend
Review
Schedule

Strengthen

Supervise
Write

Teaching Skills

Adapt
Advise
Clarify
Coach
Communicate
Coordinate
Develop
Enable
Encourage
Evaluate
Explain
Facilitate
Guide
Inform
Initiate
Instruct
Persuade
Setting goals
Stimulate

Creative Skills

Act
Conceptualize
Create
Design
Develop
Direct
Establish
Fashion
Found
Illustrate
Institute
Integrate
Introduce
Invent
Originate
Perform
Plan
Publish
Revitalize
Shape

Helping Skills

Assist
Assess

Clarify

Coach
Counsel
Demonstrate
Diagnose
Educate
Expedite
Facilitate
Familiarize
Guide
Refer
Rehabilitate
Represent
Service
Support
Tend

Research Skills

Clarify
Collect
Critique
Diagnose
Evaluate
Examine
Extract
Identify
Inspect
Interpret
Interview
Invented
Investigate
Organize

Review

Summarize
Survey
Systematize

Financial Skills

Administer
Allocate
Analyze
Appraise
Audit
Balance
Budget
Calculate
Compute
Develop
Forecast

Manage
Market
Plan
Project
Research

Administrative Skills

Approve
Arrange
Catalogue
Classify
Collect
Compile
Dispatch
Execute
Generate
Implement
Inspect
Monitor
Operate
Organize
Prepare
Process
Purchase
Record
Retrieve
Screen
Specify
Systematize
Tabulate
Validate

Information Skills

Catalogue
Clarify
Classify

Compile
Compose
Convey
Copy
Correct
Define
Document
Gather
Inform
Kept records
Memorize
Prehead

Question
Review
Specify
Study
Survey
Tabulate
Test
Verify

Leadership Skills

Appoint
Approve
Arrange
Assess
Assign
Authorize
Carry out
Chair
Coach
Complete
Consult
Delegate
Demonstrate
Determine
Devise
Direct
Enlist
Facilitate
Head
Initiate
Launch
Motivate
Negotiate
Nominate
Preside
Set goals
Start

Problem-Solving Skills

Analyze
Apply
Calculate
Compile
Consult
Correct
Create
Critique
Design
Develop

Diagnose
Discover
Dissect
Examine
Explore
Problem solve
Propose
Research
Resolve
Revise
Search
Study
Track
Troubleshoot
Uncover

Technical Skills

Assemble
Build
Calculate
Compute
Design
Devise
Engineer
Fabricate
Maintain
Operate
Overhaul
Program
Remodel
Repair
Solve
Train
Upgrade

Teamwork Skills

Accomplish
Assist
Collaborate
Coordinate
Corroborate
Dispatch
Encourage
Explain
Follow
Help
Share
Team built
Volunteer

Avoid subjective claims

- Examples of subjective claims: Organized, strong collaboration skills
- Anyone can say this (and they do)
- It doesn't add to the persuasiveness of your résumé
- Where would you put subjective claims like this?

General Formatting Tips

- Font size should be between 10-12
- Make your name stand out by making it larger and consider using a different color if you want
- Stay consistent in formatting in the different sections (if you separate city and dates with a comma in one section, do it in all sections)
- Arial, Verdana, Calibri, Times New Roman are some commonly used “book fonts”
- If you are applying for a graphic design position, you could get more creative with the design and layout of your resume
- All experience within one section should have the most recent at the top to the least recent
- No need for activities you did in middle school





