



RESUME WRITING PACKET

Purpose of the Resume

A resume is a written document to highlight your education, experiences, and skills that represent the personal brand you want to portray to potential employers to obtain an interview. In 30 seconds or less, most employers will review a resume and decide whether or not to consider an applicant for an interview. Make yours clear, concise, and compelling.

There is no right way to write a resume. This packet provides guidelines for creating a chronological resume.

Creating a Master Resume

- Brainstorm all your experiences. Write down all of the positions and experiences you have had including:
 - Work
 - Organizations
 - Leadership positions
 - Volunteer experiences
 - Internships/Co-Op
 - Research experience
 - Presentations
 - Special class projects
 - Awards
 - Languages you speak
 - Computer skills
 - Study abroad
 - Relevant Courses
 - Certifications or licensures
 - Anything else significant
- Not all of your experience will be included in your final version, but a master list can help you craft and tailor a resume for any opportunity.

Format

- Margins: 0.5 – 1.0 inches, even on the top, bottom, and sides
- Font size and style: 10-12 point font; simple, readable fonts (e.g. Arial, Georgia, Times New Roman)
- Balance: Be consistent with information and provide a balance between text and white space on the page
- Length: Undergraduate level – 1 page, unless significant work experience; Graduate and Ph.D. – 2 pages
- Templates: Refrain from using them
- Order: Heading, objective (optional), and Education, followed by experiences

Appearance

- Make your resume clear and concise to allow the employers to easily read the relevant information. Remember, most employers will spend 30 seconds or less scanning your resume.
- Organize your experience sections so that experiences most relevant to the position are near the top of your resume.
- Within each experience section, dates are listed in reverse chronological order from most recent to least recent.

Tailoring Your Resume

- You will create multiple versions of your resume tailored for each type of position.
- In each version, you will emphasize your experiences and skills that are most directly related to the specific type of position.
- Include language and words used in the job description. Be sure to infuse the skills and experience the employer is seeking in your bulleted statements; this will “tailor” your resume to the specific job you are applying.

Do Not Include

- Photographs or graphics, marital status, salary requirements, age, race, gender, or references
- Take out high school information unless it directly relates to the position

References

- References should not be listed on a resume
- On a separate page with the heading from your resume, list 3-5 references with name, position, company, address, email, and professional connection
- Make sure you ask the potential references before giving their names out as reference

Content of a Resume

Heading

- Contact information to allow employers to make contact
- Include, name (14-16 pt. font), permanent and/or current address, professional email (remove hyperlink), and telephone number with professional voicemail message.
- It is recommended to use your “Resume Heading” like stationary on all of your job application documents (i.e. resume, cover letter, or writing sample) to create a professional appearance.

Objective (optional section)

- An optional one-sentence statement that focuses your resume and signals to potential employers your job interests at their organization
- Objectives are tailored to the job description and should include: the title of the position, name of the company, and any knowledge or specialized interests or skills that you have to distinguish yourself.

Education

- List any education institutions that awarded you a degree beyond high school
- Important information to include: Name of institution and location, graduation date (do not indicate expected/anticipated), official name of Degree and major (e.g., Bachelor of Arts in English) concentrations or minors (e.g., Minor: Human Resource Management), overall GPA and/or major GPA and scale, if 3.0/4.0 or higher

Experience

- Highlight employment, volunteer, military, and school experiences that are related to your desired objective or the job description.
- Breakdown each position into position held, company or organization name, start and finish dates and location. Emphasize the relevant skills, specific accomplishments and/or contributions
- Create bulleted statements that start with an action verb to highlight a transferable skill or task. Use numbers, dollar amounts, or percentages, if appropriate.
- Infuse key words listed in the job description into your bulleted statements to tailor your resume.

Additional Sections

- Optional sections based on your background that demonstrate relevant job related skills (e.g., leadership, organizational, or budget management) or show that you are well-rounded (e.g., community service or study abroad)
 - Study Abroad
 - Certifications or Licensure
 - Honors or Awards
 - Leadership Experiences
 - Activities or Co-curriculars
 - Community Service or Volunteer Experience
 - Skills
 - Professional Affiliations
 - Notable class projects
 - Research, Teaching, Publications
 - Presentations

Skills (optional section)

- Consider different types you are proficient in and can use “on the job.”
 - Technical/computer skills (e.g. MATLAB, Auto CAD, InDesign, etc.)
 - Language Skills (e.g, conversational Spanish, fluent in French)
- Microsoft Word and PowerPoint are considered universal skills, only mention Microsoft if you have considerable knowledge of additional Microsoft Office Programs.

VERBS TO USE IN RESUME WRITING

The words below are those that best describe the duties and functions executed in summer, part-time and full-time jobs, internships, co-ops, and while involved in co-curricular activities.

Accounting

Record
Assess
Audit
Prepare
Maintain
Forecast
Calculate
Estimate
Figure
Appraise
Examine
Measure
Verify

Counseling/ Healing

Listen
Sense
Intuit
Assess
Analyze
Assist
Align
Coordinate
Understand
Inform
Facilitate
Help

Design

Organize
Explore
Formulate
Sketch
Draw
Draft
Layout
Create
Plan
Style
Pattern
Build
Display

Fund Raising

Research
Analyze
Strategize
Program
Develop
Contact
Inquire
Inform
Motivate
Direct
Persuade
Monitor
Coordinate

Innovating

Create
Modify
Change
Upgrade
Improve
Design
Activate
Restructure
Establish
Stimulate
Implement
Transform

Administration

Monitor
Track
Assess
Coordinate
Organize
Requisition
Access
Receive
Process
Serve
Furnish

Consulting

Troubleshoot
Problem solve
Assess
Assist
Arrange
Guide
Counsel
Survey
Serve
Contribute
Motivate
Train

Editing

Review
Analyze
Compare
Comment
Correct
Revise
Amend
Improve
Initiate
Investigate
Advise

Human Resources

Assess
Analyze
Recruit
Survey
Screen
Interview
Select
Train
Mediate
Appraise
Coordinate
Align

Investigating

Pursue
Interrogate
Question
Analyze
Intuit
Seek
Search
Probe
Examine
Explore

Analysis

Assess
Observe
Review
Dissect
Interpret
Discern
Conceptualize
Discover
Infer
Illuminate
Clarify
Quantify
Qualify
Conclude

Craft/Artisan

Design
Create
Build
Entertain
Perform
Draw
Render
Illustrate
Compose
Construct
Conceive
Choreograph

Finance

Analyze
Invest
Budget
Inventory
Evaluate
Appraise
Construct
Develop
Acquire
Deploy
Manage
Project

Information

Appraise
Analyze
Inventory
Structure
Design
Categorize
Document
Process
Manage
Program
Link
Coordinate
Organize

Language

Translate
Interpret
Lecture
Converse
Negotiate
Compare
Understand
Comprehend
Proficiency
Fluency
Teach
Tutor

Leadership

Guide
Facilitate
Create
Collaborate
Encourage
Develop
Vision
Organize
Analyze
Strategize
Inspire
Represent
Govern
Direct
Advise
Influence
Vision
Empower
Challenge
Advocate
Transform
Impact
Advance
Expand
Model

**Management/
Supervision**

Coordinate
Facilitate
Plan
Schedule
Delegate
Mediate
Evaluate
Listen
Consult
Monitor
Manage
Supervise

Marketing

Review
Assess
Survey
Analyze
Quantify
Identify
Announce
Promote
Advertise
Advance

Mechanical

Analyze
Design
Construct
Craft
Troubleshoot
Create
Engineer
Repair
Manipulate
Align
Coordinate
Balance

**Organizing/
Logistics**

Classify
Organize
Assist
Maintain
Liaison
Assist
Support
Arrange
Systematize
Schedule
Coordinate
Streamline
Simplify

Performing

Create
Present
Play
Interpret
Act
Sing
Dance
Perform
Model
Read
Inspire

Persuading

Present
Articulate
Clarify
Challenge
Negotiate
Inquire
Reason
Influence
Convince
Arbitrate
Mediate
Reconcile

**Program
Development**

Analyze
Design
Construct
Develop
Prepare
Strategize
Coordinate
Formulate
Recommend
Persuade
Implement
Monitor

**Public
Relations**

Assess
Prepare
Coordinate
Present
Negotiate
Publicize
Strengthen
Promote
Handle
Participate
Facilitate
Troubleshoot

**Research &
Development**

Identify
Evaluate
Review
Assess
Compare
Analyze
Critique
Explain
Prepare
Recommend
Conclude
Determine

Selling

Inform
Educate
Persuade
Provide
Assist
Serve
Trade
Vend
Handle
Present
Sell
Convince

**Service/
Hospitality**

Serve
Assist
Troubleshoot
Present
Maintain
Help
Coordinate
Prepare
Welcome
Enhance
Anticipate

Teaching

Educate
Tutor
Stimulate
Inform
Instruct
Facilitate
Awaken
Explore
Advise
Counsel
Entertain
Amuse

Technical

Conceptualize
Design
Troubleshoot
Inspect
Locate
Edit
Analyze
Implement
Construct
Modify
Operate

Writing

Conceive
Construct
Craft
Integrate
Interpret
Capture
Abstract
Express
Inform
Summarize
Conclude

Molly Internship

(864)-656-0440 · Molly@clemson.edu

Current Address: 112 Clemson Ln., Clemson, SC 29634

Permanent Address: 100 Main St., Elmhurst, IL 60126

OBJECTIVE

To obtain the Marketing and Communications Internship with the American Diabetes Association to utilize my education, experience coordinating events, and strong written communication skills

EDUCATION

Bachelor of Arts in English

Clemson University

Emphasis: Writing and Publications Studies

Minor: Non-Profit Leadership

Language: Proficient in Spanish

Spring 2018
Clemson, SC
GPA: 3.57/4.00

RELEVANT EXPERIENCE

Assistant Student Director

Annual Literature Festival, Clemson University

Fall 2015 - Present
Clemson, SC

- Collaborate with 10 other students to organize the festival
- Write and distribute press releases and lead social media promotions for 16 events
- Communicate and coordinate readings with authors via email
- Organize donor dinner for nearly 100 people by reserving venue, creating invitations, and managing budget

Social Executive Chair

Phi Sigma Pi, Clemson University

Fall 2015 - Present
Clemson, SC

- Lead a committee of 8 members in the planning of social events
- Plan and execute a variety of social events including coordinating with vendors and event staff
- Assisted with information sessions and recruitment of new members

Ambassador

College of Architectures, Arts and Humanities

Spring 2015 - Present
Clemson, SC

- Help plan event promoting the arts to the campus and community
- Promote the college and university to prospective students and families at recruitment events

WORK EXPERIENCE

Hostess

Macaroni Grill

Summer 2012-Summer 2014
Elmhurst, IL

- Greeted customers to the restaurant and organized wait list
- Coordinated reservations over a multi-line phone and online reservation system
- Directed special party and event functions
- Trained new employees on restaurant operations

Youth Swim Coach

Silverleaf Swordfish Swim Team

Summer 2013 - Summer 2014
Elmhurst, IL

- Taught children ages 2-5
- Instructed on necessary skills to swim safely and basic skills to progress on to competitive swim teams

HONORS AND ACTIVITIES

Public Relations Student Society of America

Clemson University President's List

Clemson University Dean's List

Fall 2014 - Present
Spring 2016
Fall 2014, Spring 2015

TECHNICAL SKILLS

Adobe InDesign - Proficient

Adobe Photoshop - Proficient

HTML - Basic

Prezi - Proficient



COMPETENCIES & YOUR RESUME OR CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition		Give specific examples & quantify where possible
<i>Consider printing a position description & circling the below words and synonyms that appear in it. Bullet points should reflect these words/synonyms.</i>		<i>Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc...</i>
Engagement	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.
Innovation	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.
Professionalism	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.
	Brand	Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.