resumes

FORMAT

When you're applying for jobs or internships, the first thing you need is a resume. View it as an advertisement to share your accomplishments and experience with a future employer. While there's no official format, there are specific pieces of information that should be included like contact information, goals, education and experience. Best practices also include focusing on action words and skill-based accomplishments to show what a great catch you are!

WHAT TO INCLUDE

1. Contact Information

– Name

– Mailing address (permanent or school address if you live on campus)

– Phone number

– Email

🛈 *Be sure your email and voicemail are accurate and businesslike!*

2. Objective/Goal

Clearly state your job, field or career goals. Include what you can offer the employer.

Summarize Qualifications/Skills *(Optional)*
List your top 3-5 skills or competencies related to your target jobs. Make sure to include if you're bilingual.

3. Education

– University

– Major / Minor

– Expected Graduation date

– GPA – only if it's above 3.0

– Related coursework (optional) – You can list 2-6 classes if you lack work or volunteer experience

🛈 *Do not include high school information if you are a junior or above.*

4. Experience

– Include job title, organization, city, state, and dates of employment (month/year – month/year; List full- or part-time jobs, internships

– Use bullet points or paragraphs as needed

– Write in past tense for previous positions and present tense for current position(s)

– Start each line with action words (examples to the right) to evoke confidence and expertise

5. Additional Information

– Include any sports teams or clubs you are/were a part of as well as the years of involvement

– List volunteer work plus any projects or studies you participated in

REFERENCES

Include on a separate page and provide with your application or at the interview.

EXAMPLES OF ACTION WORDS

Accelerated
Administered
Alleviated
Appointed
Assisted
Built
Collaborated
Consolidated
Created
Delivered
Demonstrated
Designed
Developed
Diagnosed
Directed
Equipped
Executed
Gathered
Handled
Improved
Influenced
Learned
Maintained
Monitored
Obtained
Operated
Organized
Performed
Persuaded
Prioritized
Produced
Publicized
Recommended
Repaired
Researched
Revamped
Served
Sold
Stimulated
Strengthened
Structured
Supervised
Taught
Undertook

ACTION WORDS

Resume Checklist

GENERAL

- [ ] Did you avoid writing I, me, and my personal pronouns?
- [ ] Dates are in reverse chronological order (most recent on top) under each section?
- [ ] One page only? (unless you have significant previous full-time experience)
- [ ] No picture or personal data on the resume?
- [ ] No typos/errors? Spell-check and grammar-check your resume, and have Career Services check

CONTACT INFO

- [ ] First and last name, address, phone number (xxx-xxx-xxxx), email? Optional: LinkedIn URL
- [ ] Did you include both your on-campus and permanent addresses, if applicable?

EDUCATION

- [ ] Degree listed first (Bachelor of Arts, Science, etc.), college/university second? (can be reversed)
- [ ] Include city, state of college (not zip code)? Or just Concordia University Chicago, IL
- [ ] Graduation date listed, even if you have not yet graduated? (can write "expected May 20_ _")
- [ ] Include Major and Minor (if applicable)?
- [ ] GPA listed only if over 3.0?
- [ ] Include study abroad experience (if applicable)?
- [ ] No high school listed after your junior year of college?

EXPERIENCE

- [ ] Included job title, organization, city, state, and dates of employment (month year – month year)?
- [ ] Variety of action verbs to begin each sentence under a job? Assist, supervise, train, etc.
- [ ] Proper use of tenses –> current jobs = present tense, previous jobs that ended = past tense?
- [ ] Included relevant employment, internships, volunteer work, and military service, academic projects? (some can be separate categories to pull out your most relevant experience)
- [ ] Used descriptive job titles (optional) if there is no real title or if real title is inaccurate?
- [ ] Included industry buzzwords and keywords? (could be from job or internship description)
- [ ] Preferably skill not task-based? – i.e., not "answer phones" (task) but "provide customer information over telephone" (skill)
- [ ] Quantify or qualify – use numbers and dollars when appropriate?

SKILLS (OPTIONAL)
Other titles could be Summary of Qualifications, Competencies, etc.

- [ ] Summary of your top 3 or 4 skills or competencies or accomplishments? (could be bullet points)
- [ ] Include languages if bilingual?

OTHER HEADINGS: Activities (or Involvement), Honors/Awards, Leadership, Community Service, etc.

- [ ] Activities section listing your most notable extracurricular activities? (or other headings?)
- [ ] "References available upon request" is NOT on the resume? (Put references on separate page)

FORMAT

- [ ] Margins are within a reasonable range (.6"– 1" all around)?
- [ ] 10 point to 12 point font size in a standard font? (Make your name a little larger, and bolded.)
- [ ] No more than two different fonts or two font sizes used throughout resume?
- [ ] Place the most relevant information for the job you seek in the top 1/3 of the resume?
- [ ] Spaces consistent in between sections throughout resume?
- [ ] When printing to hand out, use quality bond paper? (not the paper that's usually in the printer)

Sources: *https://collegegrad.com/jobsearch/best-college-resumes/resume-checklist, https://www.nyu.edu/content/dam/nyu/wasserman/documents/resume-checklist.pdf https://www.monster.com/career-advice/article/resume-critique-checklist https://www.vanderbilt.edu/career/media/pdf/ResumeChecklist_082013.pdf*