

RESUME WRITING GUIDE



ROBERTS
CAREER DEVELOPMENT

TIPS and ADVICE

- Be concise and keep your content to one page
- Tailor your content
- Use action verbs and skill statements
- Proofread carefully (grammatically perfect, no typos)
- Save as a PDF before sending/uploading

Be sure to include:

- Consistent employment
- Relevant experience - internships, practicums, clinicals, student teaching, undergraduate research
- Levels of responsibility, supervisory, specific accomplishments, personal contributions, results

ACTION VERBS and SKILLS

Management

administered
analyzed
coordinated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
produced
reviewed
supervised

Communication

developed
drafted
edited
formulated
interpreted
lectured
motivated
negotiated
promoted
publicized
persuaded
recruited
spoke
translated
wrote

Administrative

approved
arranged
collected
compiled
executed
generated
implemented
monitored
operated
organized
prepared
processed
recorded
tabulated
validated

Research

clarified
collected
critiqued
evaluated
examined
identified
inspected
interpreted
interviewed
investigated
organized
summarized
surveyed

Technical

assembled
built
designed
devised
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Financial

administered
allocated
analyzed
audited
balanced
budgeted
calculated
developed
forecasted
managed
planned
projected
researched

Teaching/Helping

advised
assisted
clarified
coached
communicated
coordinated
counseled
demonstrated
developed
educated
encouraged
familiarized
facilitated
instructed

Creativity

acted
conceptualized
created
designed
developed
drafted
illustrated
integrated
performed
problem solved
planned
shaped
wrote
visualized



“Overall, a resume profile
“describes who you
are as a professional.””

- MUSE Career Coach, Yolanda Owens

10
seconds

Amount of time an employer
spends on each resume

Full Name

This example provides a recommended format and structure for a professional undergraduate student resume. Clearly show how and why you fit a position by "customizing" your resume for specific roles and organizations.

✓ *Include your identifying information*

PHONE NUMBER • EMAIL ADDRESS • LINKEDIN ACCOUNT AND/OR ONLINE PORTFOLIO

PROFILE OR SUMMARY OF QUALIFICATIONS

✓ *Offers a glimpse into you and your abilities*

Describe who you are as a professional. Try to include no more than four concise sentences or bullet points. Highlights can include years of experience, career goals, skills that are relevant to the position, and accomplishments.

EDUCATION

Degree and Major | Expected Graduation: Month Year | GPA

✓ *Include GPA if 3.5 or better*

Minor, if applicable

Roberts Wesleyan College, Rochester, NY

RELEVANT COURSEWORK

List upper level courses (titles only, separated by a comma) in your major or minor that align with your career goals

UNDERGRADUATE RESEARCH OR PROJECT WORK

✓ *If applicable*

Highlight research or group projects in descriptive terms that are part of your academic experience

EXPERIENCE

✓ *List jobs, internships, field work, clinical experience, and student teaching in reverse chronological order*

Employer Name, Location (City, State)

Title | Start and end dates (Month Year - Month Year or PRESENT)

- Use action verbs that are specific to your responsibilities
- Include a bulleted list of concise descriptions of responsibilities
- Specific accomplishments or goals reached
- Seasonal or part-time work experience
- Leadership roles in organizations

Wegmans, Rochester, New York

Cashier | August 2021 - PRESENT

✓ *Note the following two examples: each bulleted statement begins with action verbs and references specific work responsibilities*

- Deliver excellent customer service
- Handle cash and credit transactions efficiently and accurately
- Recognized for friendliness through customer appreciation cards
- Support new cashier training after six months in the position
- Worked 25 hours per week while enrolled as a full-time student

Heritage Christian Services, Rochester, New York

Intern | September - December 2021

- Communicated with clients during the intake process
- Documented client needs accurately to determine appropriate services
- Participated in staff and case management meetings
- Interacted with individuals and families from diverse backgrounds

✓ *Include significant involvement*

COMMUNITY SERVICE, ACHIEVEMENTS, AND EXTRACURRICULAR ACTIVITIES

Highlight your involvement in extracurricular activities, athletics, community service, mission experiences, personal achievements, awards, or recognitions
