



Follow these tips for best results:

Formatting Guidelines

- Length:** 1–2 pages, based on experience.
- Format:** Use an original Word document, not a template.
- Font size:** Heading: 16–20-point font; 12-14 section headings; 10–12-point body text. **Margins:** .5-1.0”
- Consistency:** Italics, bold, caps, and underlining are used consistently throughout the document.
- Chronology:** Within each section, list experiences in reverse chronological order (newest to oldest.)
- Error-free:** No grammatical or spelling errors.
- No photos or personal information:** Examples: date of birth, social security number, etc.

Heading

- Include: Full name, phone number and appropriate e-mail address. You may choose to omit your address for privacy, especially if posting your resume online.

Profile

- Highlight your greatest strengths and accomplishments. Resume content should reflect the items in your profile.

Education

- List your degree in progress, major/minor, name of school, city, state, and anticipated graduation date. GPA and honors can be listed here as well.

Relevant Coursework

- You have the option of choosing a few courses that demonstrate specific skills relating to your job target. You can include bullet points in this section if you wish.

Career-Related Experience

- Identify experiences that relate closely to your job target and include bullet points underneath each. These may include paid work, internships, volunteer work, etc. Incorporate keywords from the job description to show how you match the position requirements.
- Within your bullet points, emphasize accomplishments rather than routine duties. Each bullet point should begin with an action verb in the appropriate tense (past tense for past positions, present tense for current positions.)

Other Employment

- Include unrelated positions with no bullet points, or only include a few that focus on transferable skills.

Additional Sections

- These may include Extracurricular Activities, Volunteer Work, Community Involvement, Athletic Involvement, Professional Development, Research, Clinical Experience, Certifications, Technological Skills, or Honors & Awards. Military Experience, Certifications or Language Skills.

Writing Descriptive Lines

Descriptive lines are the bulleted statements listed under each of your related experiences. To help you craft high-quality descriptive lines, reflect on how you exceeded expectations. Think about times when you:

<ul style="list-style-type: none"> • Demonstrated initiative • Contributed to the efforts of a team • Designed or improved a process/procedure • Displayed critical thinking skills • Managed time effectively • Supervised, educated, or trained others • Resolved customer concerns 	<ul style="list-style-type: none"> • Demonstrated communication skills (spoken, written, visual) • Increased product sales or grew client base • Completed tasks requiring a high level of focus, precision, or attention to detail • Used technology effectively • Worked with diverse populations effectively
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These are examples of transferable skills—skills that can be applied to other workplaces. Not sure how to get started writing descriptive lines? Here is a method we find helpful:

Verb	Adjective or noun	Transferable skill	Linking word	Action taken
Demonstrated	excellent	teamwork skills	when	collaborating with co-workers
Documented	information	with attention to detail and accuracy	when	setting up customer accounts
Provided	exceptional	customer service	by	answering phone calls in a courteous and professional manner
Created	flyers	to educate others	on	nutrition and food safety
Displayed	effective	relational skills	to	cultivate a welcoming environment

Descriptive lines may take a slightly different form, depending on the skill you want to showcase. Here are some examples of descriptive lines that summarize **accomplishments**:

- Named Associate of the Month for consistently selling the highest number of products in 6 months.
- Received positive feedback from supervisor for generating new leads and building client relationships.
- Promoted to shift leader after assisting with the training of 8 new hires.

You can also quantify your **results** when possible:

- Raised over \$3,000 in proceeds for a student-led charity.
- Managed activities in a classroom of 20 students studying beginning-level Spanish.
- Marketed organization via social media, generating 2,000 followers and increasing site activity 80%.
- Gathered data from over 300 survey participants to evaluate program effectiveness.

If you choose to punctuate descriptive lines, do so consistently.

Brainstorm your accomplishments here:

Action Verbs

Begin each descriptive line with an **action verb**, keeping past positions in past tense and current positions in present tense. Avoid repeating the same verb within sections.

Management and Leadership Skills

administered	coordinated	delegated	improved	planned
supervised	developed	assigned	directed	initiated
produced	led	established	managed	scheduled
organized	facilitated			

Communication and People Skills

conferred	interacted	referred	interacted	participated
explained	clarified	lectured	collaborated	defined
formulated	listened	consulted	described	developed
directed	communicated	wrote	represented	

Research Skills

analyzed	clarified	researched	collected	formulated
compared	gathered	searched	conducted	identified
critiqued	detected	determined	interviewed	diagnosed
evaluated	investigated	located	organized	

Technical Skills

adapted	developed	clarified	replaced	maintained
solved	specialized	converted	studied	utilized
designed	determined	remodeled	restored	

Teaching Skills

adapted	developed	taught	clarified	individualized
encouraged	coached	evaluated	instructed	trained
motivated	transmitted	conducted	facilitated	coordinated
tutored				

Financial and Data Skills

administered	projected	forecasted	managed	appraised
measured	assessed	planned	prepared	purchased

Creative Skills

designed	adapted	originated	began	performed
initiated	composed	revitalized	created	conceptualized
reshaped				

Helping Skills

served	adapted	coached	advocated	collaborated
contributed	assessed	diagnosed	assisted	rehabilitated
cared for	educated	advised	served	

Organization and Detail Skills

compiled	organized	reviewed	prepared	processed
scheduled	distributed	maintained	provided	charted
executed	monitored	generated	collected	implemented
ordered	coordinated			

Sample Cover Letter Format

There are a few acceptable business letter formats for cover letters; the full block format where everything is aligned to the left appears below.

Your street address (Or personal letterhead)

Your city, state and zip

Today's date

Name of hiring contact, title

Name of organization, school district, or business

Street address/P.O. Box

City, state and zip

Dear Mr./Ms./Dr. Last Name (or first and last name of person):

In the first paragraph, let the reader know you're writing to express interest in a specific position. Explain why you're interested in their organization and explain how your values are aligned with their mission. (Review their website to gather more information about their vision, mission, goals, etc.) Preview how your qualifications match the position requirements.

In the second paragraph, explain why you are a great fit for the position and the organization. Refer to the position description and explain how your education and experiences address those requirements. Avoid repeating content from your resume word-for-word; instead, use this section to add depth to key experiences listed in your resume. Focus on how you can contribute to the organization (not what you can gain from the experience.) Some writers use bullet points to address this information.

This is the can-we-talk paragraph. Start by summarizing your best qualifications, then politely request to meet at the employer's convenience. Indicate any materials you have enclosed, such as your resume. Remind the readers how to contact you and thank them for their consideration.

Sincerely,

Your signature

Your name

Enclosure

Branding Statements & Profiles

A **branding statement** is a short, catchy headline that captures your professional “brand” in a nutshell. It describes key aspects of your experience and lets the employer know what you can offer them. Set your branding statement off with bold, italics, or other unique formatting for emphasis. Examples:

Marketing professional with 7 years’ experience in social media advertising, sales, and consulting.

Bilingual RN who delivers exceptional healthcare service to developing countries.

Registered Dietitian who empowers individuals to live healthier lifestyles.

Administrative Assistant with proven abilities in database development and project management.

Experienced IT professional with reputation for improving user accessibility, streamlining complex processes, and consistently exceeding expectations.

Writing effective profiles using parallel structure*

A branding statement is often followed by 3-4 bulleted items highlighting key skills and accomplishments. These items make up your **profile**. Sentence fragments work best when writing profiles. Full sentences, by nature of their length, are unlikely to be read.

Writing your profile in parallel structure helps the reader process your information more quickly and gives your resume added polish. Use **parallel structure** by beginning each line with the same **part of speech**.

For instance, you can use **nouns** to show the skills you bring. For example:

“Proven **record** of delivering engaging presentations for diverse audiences.”

“**Reputation** for building effective partnerships with clients, stakeholders, and administration.”

“**History** of collaborating with team members to launch new products and initiatives.”

Or you can use **verbs** to describe what you do (or have done):

“**Communicates** effectively by delivering engaging presentations for diverse audiences.”

“**Builds** effective partnerships with clients, stakeholders, and administration.”

“**Collaborates** with team members to launch new products and initiatives.”

Or you can begin each line with an **adjective**:

“**Proficient** in delivering engaging presentations to diverse audiences.”

“**Known** for building effective partnerships with clients, stakeholders, and administration.”

“**Adept** at collaborating with team members to launch new products and initiatives.”

*Special acknowledgements to Resume Academy for tips on using parallel structure to write more effective profiles.