

FIRST STEPS

- ✓ Brainstorm accomplishments, work history, academics, extracurricular activities, volunteer work, campus involvement, and other experiences.
- ✓ Decide on a format that best shows off your experience and education. Find more info and samples at www.HireMizzouTigers.com.

INFORMATION THAT COULD BE INCLUDED IN YOUR RÉSUMÉ

Contact Information (always include)	<ul style="list-style-type: none"> • Your name should stand out (18-28 pt. font) • Include at least email address and phone number • Add your personalized LinkedIn URL
Education (always include)	<ul style="list-style-type: none"> • Use the official name of your degree (http://majors.missouri.edu) • Include your graduation date (month and year) • Include minor and/or area of emphasis, certificates, or additional training • List GPA if you have what a job or internship is requiring (usually 3.0)
Work Experience	<ul style="list-style-type: none"> • Use bullets full of strengths, skills, numbers, and important details • Keep headings consistent: employer name, job title, city/state, date range
Summary of Qualifications	<ul style="list-style-type: none"> • Consider a highlight section at the top to summarize your experience
Volunteer Experience	<ul style="list-style-type: none"> • Important to include; add bulleted descriptions about who you served
Involvement/Leadership	<ul style="list-style-type: none"> • Detail extra-curricular activities and leadership on and off campus
Honors/Awards	<ul style="list-style-type: none"> • Add if you have received recognition for achievements
Skills	<ul style="list-style-type: none"> • Great section for technical, language, lab, or general skill sets
Other Custom Sections	<ul style="list-style-type: none"> • Could include additional sections based on your experience

AVOID ON YOUR RÉSUMÉ

- **Typos and grammatical errors:** THESE ARE VERY BAD! You must review your document thoroughly.
- **Inconsistent formatting:** make your style, punctuation and verb tenses the same throughout.
- **Large amounts of white space:** résumés should be 1 full page (preferred), 2 full pages if necessary.
- **Abbreviations:** spell out acronyms (MSA, iCOMM, etc) and other abbreviations (St. to Street, etc).
- **Hobbies or interests:** keep your document focused on experience and academics.
- **“I”, “me”, “we” statements:** start each phrase with an action verb.
- **Templates:** these limit creativity, are easily spotted, and often are rejected by company websites.
- **Personal info:** date or place of birth, gender, marital status, race or religion (for U.S. resumes).

MU CAREER CENTER
Lower Level,
Student Success Center

📞 (573) 882-6801
🖱️ career.missouri.edu
✉️ career@missouri.edu






IMPORTANT RÉSUMÉ IDEAS

Assess your interests, skills, strengths, experiences and personal characteristics.

- What are you good at? What tasks do you enjoy doing? What are your areas of experience and skill?
- List your top strengths: do you see evidence of these in your document?

Research jobs and tailor your resume.

- Explore companies/orgs and what they stand for, who they serve, and what is important to them.
- Look through the job/program description to identify keywords/verbs, and use them on your résumé.

Highlight your best experience, and make everything relevant.

- Put the most important and relevant information first on your resume (paid or unpaid, doesn't matter).
- Every past position can be related to your next position by highlighting transferable skills and how they benefit employers in other work settings. Refer to our **Guide to Transferable Skills** for more information.

Customize your document and make it unique to you.

- The sections you include are based on your experience: try reorganizing your info and create custom headings, e.g. "Customer Service Experience" or "Campus Leadership" or "Healthcare Experience".

Change format based on application method.

- Submit your résumé as a PDF unless otherwise directed.
- Understand many companies use Applicant Tracking Systems to manage their recruitment process electronically. Refer to our **Guide to Applicant Tracking Systems** for more information.

EXPERIENCE DESCRIPTIONS AND BUILDING BULLETS

Be concise but impactful: When representing your experience, ask yourself these questions when considering your work experience, campus involvement, volunteer work or leadership descriptions:

- **What did you do?** *What are basic tasks and description?*
- **How did you do it?** *What made it unique and how did you stand out?*
- **Why did you do it?** *What was the outcome and what skills did you gain?*
- **Who was involved?** *Who were the people you were working with or were serving?*
- **What is the connection?** *How will this experience benefit future employers?*

Typical bullet point format:

- ACTION VERB + TASK/DETAILS + OUTCOME
- Quantify (add numbers) and Qualify (add important details) to enrich content.

Be thorough when crafting bullet points:

STANDARD	DECENT	IDEAL
<ul style="list-style-type: none"> • Responsible for publicity 	<ul style="list-style-type: none"> • Interacted successfully with public affairs representatives and local media 	<ul style="list-style-type: none"> • Interacted successfully with public affairs representatives and local media, increasing web activity by 25%
<ul style="list-style-type: none"> • Responsibilities included adhering to safety procedures and ensuring other lifeguards knew policies 	<ul style="list-style-type: none"> • Carried out safety precautions and instructed staff in the proper use of equipment 	<ul style="list-style-type: none"> • Carried out safety precautions and instructed staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer

SAMPLE STUDENT

123 Mizzou Way • Columbia, Missouri 65201 • (573) 123-4567
samplestudent@mail.missouri.edu • www.linkedin.com/in/samplestudent

SUMMARY OF QUALIFICATIONS

Driven emerging leader with excellent preparatory research, clinical, and volunteer experience. Communicative and personable with a determination to use skills in the areas of patient care, ethics, and problem solving in order to better the lives of others. Highly adept research and observational methods comprise an advanced preparedness to pursue a thriving and dynamic career in the psychology field.

EDUCATION

Bachelor of Arts in Psychology
University of Missouri
Minor: Sociology

Anticipated Graduation Date: December 20__
Columbia, Missouri
GPA: 3.6/4.0

RESEARCH EXPERIENCE

Student Researcher, Psychological Sciences Department, University of Missouri, Columbia, Missouri August 20__ - Present

- Conducted research with a senior faculty member on the psychological, environmental, and social factors that contribute to teacher burnout in public schools in Missouri (anticipating publication upon completion)
- Recruited 55 participants for the study through email and advertising, and collected data on participating subjects by administering a 20 question online survey around their work culture, student load, hours worked, and other factors of their teaching position
- Ran statistical tests on data and analyzed results in order to draw appropriate conclusions to share with faculty lead

WORK EXPERIENCE

Youth Specialist, Youth Connection, Columbia, Missouri May 20__ - Present

- Administered intake assessments for 100+ at-risk youth admitted to program to obtain information about background, goals, and personality
- Directed recreational activities with high enthusiasm for groups of 10-12 children, ages 8-15, to enhance teamwork skills, instill confidence, and increase positivity in participants
- Planned logistics and supervised monthly educational field trips to local and regional locations, such as the Saint Louis Zoo and Missouri Theatre
- Engaged in more than 50 hours of training and professional development in mentorship, counseling, and child development

Student Clerical Assistant, Health Sciences Library, University of Missouri, Columbia, Missouri August 20__ - May 20__

- Collaborated with team of 3 to scan bar codes and place date due slips into all incoming and outgoing books to ensure accurate reporting
- Referenced accession numbers for bar codes following a structured process and performed minor book repairs
- Discharged books into the MERLIN library system daily so students outside Mizzou can access literature quickly for their needs

Office Assistant, Rainbow Camp, Springfield, Missouri May 20__ - August 20__

- Promoted Rainbow Camp's motto to campers, parents, and community through verbal interactions, social media, website, and newsletter
- Sorted more than 1,000 pieces of mail daily and efficiently distributed mail to campers
- Sold camp clothing, accessories, and toiletry items and increased revenue by 10% in both on site and online stores
- Answered phone and email, and efficiently communicated messages to leadership staff and campers

VOLUNTEER EXPERIENCE

STRIPES (Supportive Tigers Riding In Pursuit of Ensuring Safety), University of Missouri, Columbia, Missouri January 20__ - May 20__

- Provided safe rides home to university students 2 weekends per month, assisting 2-5 students per night, in an effort to prevent drunk driving
- Met bi-weekly and communicated with other volunteers to ensure the goals of the organization were being upheld

Mizzou Alternative Spring Break, Congaree National Park, Hopkins, South Carolina March 20__

- Built bridges in Congaree National Park in order to better the environment and help civilians access various areas safely
- Fundraised \$2000 by posting flyers and contacting individuals to contribute to our trip and other trips in the organization
- Enhanced teamwork skills by working effectively with a diverse group of people to construct bridges according to engineering plans

AWARDS

- 20__-20__ Sol Feinstone Scholarship Recipient
- 20__-20__ The Bailey Family Foundation Scholarship Recipient

ACTION VERBS

Management/

Leadership

administered
approved
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
eliminated
enhanced
enforced
established
evaluated
executed
expanded
generated
headed
hired
improved
incorporated
increased
inspected
instituted
managed
motivated
navigated
organized
oversaw
planned
presided
prioritized
produced
recommended
reorganized
reviewed
scheduled
strengthened
supervised
unified

Communication

addressed
advertised
arranged
collaborated
communicated
composed
condensed
contacted
convinced
corresponded
defined
directed
drafted
edited
elicited
expressed
formulated
influenced
interpreted
interviewed
judged
lectured
marketed
moderated
negotiated
observed
participated
persuaded
presented
promoted
publicized
quoted
reconciled
recruited
referred
reported
resolved
responded
spoke
suggested
synthesized
translated
wrote

Research

analyzed
clarified
collected
compared
conducted
determined
evaluated
examined
extracted
formulated
gathered
identified
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
solved
summarized
surveyed
tested

Technical

applied
assembled
built
calculated
conserved
constructed
designed
determined
developed
installed
maintained
operated
programmed
resolved
specialized
upgraded

Teaching

adapted
advised
clarified
communicated
conducted
coordinated
critiqued
developed
enabled
evaluated
explained
facilitated
guided
individualized
instructed
motivated
stimulated
taught
trained
transmitted
tutored

Creative

acted
composed
conceptualized
created
designed
directed
displayed
entertained
fashioned
formulated
founded
illustrated
introduced
invented
modeled
originated
performed
photographed
planned
revised

Helping

advocated
aided
answered
assisted
cared for
clarified
contributed
counseled
diagnosed
educated
encouraged
explained
facilitated
familiarized
furthered
helped
influenced
insured
mediated
mentored
provided
referred
rehabilitated
resolved
simplified
supplied
supported
volunteered

Financial

analyzed
appraised
audited
balanced
budgeted
calculated
computed
estimated
forecasted
managed
projected
reconciled
transferred

Achievement

achieved
completed
developed
implemented
maximized
perfected
pioneered
reduced
sparked
spearheaded
succeeded
surpassed

Organizational

arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
filed
generated
inspected
maintained
monitored
operated
organized
prepared
processed
recorded
reviewed
scheduled
sorted
standardized
submitted
systemized
updated
validated
verified

NEXT STEPS

- ✓ Talk with a Career Specialist about your résumé, cover letter, LinkedIn profile, and to practice interviewing: <https://career.missouri.edu/connect/>
- ✓ Come to the MU Career Center to talk with someone about your résumé, cover letter, and LinkedIn profile, and to practice interviewing.
- ✓ Visit <https://career.missouri.edu> and click on the “Resources” Tab to visit Mizzou Career Tools, where you can search our site for career guides, videos, links, infographics, and more!