

guide to RÉSUMÉS



WHAT GOES INTO A RESUME

Consider a resume as an advertisement for yourself – a crafted document that shows off your education, experience, strengths and transferable skills.

CONTACT INFO

- Name should stand out (18-24 pt. font)
- Include at least email and phone
- Add your personalized LinkedIn URL

EDUCATION

- Use the official name of degree (<http://majors.missouri.edu>)
- Add grad date (month and year)
- Include minor and/or area of emphasis, certificates, or additional training
- List GPA if job/internship is requiring one (usually 3.0)

WORK EXPERIENCE

- Use bullets full of strengths, skills, numbers, and important details
- Keep headings consistent: employer name, job title, city/state, date range

VOLUNTEER OR INVOLVEMENT

- Important to include; add bulleted descriptions about who you served
- Detail extracurricular activities and leadership on and off campus

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
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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

VOLUNTEER EXPERIENCE

STRIPES (Supportive Tigers Riding In Pursuit of Ensuring Safety)

- Provided safe rides home to university students 2 weekends
- Met bi-weekly and communicated with other volunteers to

Mizzou Alternative Spring Break, Congaree National Park, Hopkins

- Built bridges in Congaree National Park in order to better th
- Fundraised \$2000 by posting flyers and contacting individua
- Enhanced teamwork skills by working effectively with a dive

AWARDS

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

ADDITIONAL OPTIONS

- **Summary:** consider a section at the top to summarize your experience and attributes
- **Honors/Awards:** add if you have received recognition for achievements
- **Skills:** include technical, language, research, or general skill sets
- **Custom sections:** include additional sections unique to you

WHAT TO LEAVE OFF YOUR DOCUMENT

- ⊗ TYPOS AND GRAMMATICAL ERRORS
- ⊗ INCONSISTENT FORMATTING
- ⊗ LARGE AMOUNTS OF WHITE SPACE
- ⊗ ABBREVIATIONS

- ⊗ HOBBIES AND INTERESTS
- ⊗ I/ME/WE STATEMENTS
- ⊗ PERSONAL INFO: D.O.B, GENDER, SSN
- ⊗ PICTURES

WHAT STANDS OUT TO EMPLOYERS

Employers look for candidates who highlight their strengths, tailor their information to the position, and communicate the value of their experience.

Highlight strengths: Assess your skills, strengths, and personal characteristics. What are you good at? What are your areas of experience and skill, and where do you see this in action?

GREATEST STRENGTHS	WHERE DO YOU SEE EVIDENCE OF THESE STRENGTHS IN YOUR EXPERIENCES?

Reflect on experience: For any work experience, campus involvement, volunteer work or leadership roles, consider the following:

WHAT DO YOU DO? *Your job description: break down the various tasks of your position*

HOW DO YOU DO IT? *Your unique strengths: reflect on your approach to your tasks and how your strengths come out*

WHO IS INVOLVED? *The people: consider those you help/serve, those you work with, and those you work for*

WHY DO YOU DO IT? *Outcomes: add what skills you learned and the results of your tasks and responsibilities*

WHERE IS THE CONNECTION? *Transferable skills: connect what you learned in your role to what you want to do*

Tailor your content: Research employers to find who they serve and what is important to them.

Carefully review the job description and take note of tasks and qualifications that you feel most confident you can match. Highlight your best stuff, make everything relevant, and put the most important information first (paid or unpaid).

Reflect on what you will be doing as part of a future position/career, and then review your experiences: where do you see connections? Can you make these transferable skills more obvious?

Use keywords on your resume from the position's description.

Did You Know...

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 Guide to Transferable Skills.

CRAFT AND ARRANGE YOUR LANGUAGE

Enhance your bullet points: Start arranging your what, how, who, why, and where of each experience into bullets. Each experience should provide evidence and articulate your impact. When representing your experience, you should quantify (add numbers) and qualify (add important details) to enrich content.

Marketing Intern
Sample Company, Inc

June 20__ - December 20__
Columbia, Missouri

- Action Verb + Task/Details + Result

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%

Craft your language: Avoid passive language and get right to the point to show off contributions in concise but detailed phrases.

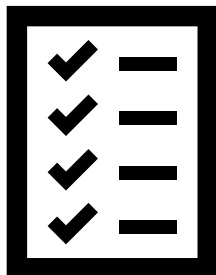
Lifeguard Manager
Sample Rec Facility

January 20__ - October 20__
Columbia, Missouri

- ~~• Responsibilities included adhering to safety procedures and ensuring other lifeguards knew policies~~
- ~~• Carried out safety precautions and instructed staff in the proper use of equipment~~
- Carried out safety precautions and instructed staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer



INCORPORATE THESE FORMATTING TIPS



- ⊕ 11-12 POINT FONT
- ⊕ 1-2 FULL PAGES (1 PAGE PREFERRED)
- ⊕ ADJUST MARGINS FOR MORE SPACE
- ⊕ ADD BOLD, ITALICS OR UNDERLINE TO KEY INFORMATION
- ⊕ AVOID BRIGHT COLORS UNLESS IN CREATIVE INDUSTRY
- ⊕ SAVE AND SUBMIT AS A PDF
- ⊕ SIMPLE FORMAT FOR APPLICANT TRACKING SYSTEMS
- ⊕ STAY AWAY FROM TEMPLATES

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
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 for one-on-one assistance: <https://career.missouri.edu/connect>
Check out more resources at <https://career.missouri.edu> > Resources tab