

guide to RÉSUMÉS



WHAT GOES INTO A RÉSUMÉ

Consider a résumé 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)

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

ADDITIONAL OPTIONS

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

TRUMAN TIGER

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EDUCATION

Bachelor of Arts in Communication May 20__
Minor: Psychology Cumulative GPA: 3.7/4.0
University of Missouri Columbia, Missouri

EXPERIENCE

Public Relations Intern Columbia, Missouri
Columns Advertising Agency May 20__ – September 20__

- Collaborated with Account Director to develop media campaign for the annual Roots n' Blues n' BBQ Festival, a three-day outdoor event attracting 65,000 fans for concerts, food, and festivities
- Increased Facebook, Twitter, and Instagram engagement by 10% over last year by posting upcoming event information, promoting contests, and adding innovative content related to music and food
- Conceptualized media pitches and wrote news releases for local and national news outlets highlighting specific performances, cuisine, and key people involved with the event
- Answered questions via social media, email and phone from local news outlets, businesses, and public

Peer Advisor Columbia, Missouri
Residential Life Department, University of Missouri August 20__ – May 20__

- Advised and supervised 90 peers in residence hall on issues such as college transition, study habits, programming, and discipline in both individual and group settings
- Motivated residents positively by providing informative programming, referring students to helpful campus resources, and meeting one on one to determine individual needs of each student
- Instructed 50-minute "Exploring Communication" seminar twice weekly to 15 freshmen, developed lesson plans, graded assignments, and worked individually with students needing additional assistance
- Created and enhanced residential community programs with team of 14 staff members

Sales Associate Chesterfield, Missouri
Stripes Store May 20__ – August 20__

- Provided consistent positive service by aiding customers with product information, merchandise location, and other questions, and was recognized as Salesperson of the Month three different times
- Served as enthusiastic team member, from covering extra shifts to learning new products and departments to provide help where needed
- Handled cash, credit card, and merchandise return transactions accurately

INVOLVEMENT

Program Chair Columbia, Missouri
Intercollegiate Communication Organization of Mizzou (iCOM) May 20__ – Present

- Managed 4-person committee who met weekly to schedule, plan and execute organization events centered around speakers, fundraisers, and member social activities
- Generated successful, well-attended professional development workshops for members on topics such as effective networking, preparing for an internship search, and an alumni speaker series
- Administered and carefully tracked allocation of \$5,000 event budget

AmeriCorps Member/Tutor Columbia, Missouri
Jumpstart September 20__ – May 20__

- Implemented early childhood curriculum to individually tutor preschool student for 5 hours weekly, fostering language, literacy, and social skills
- Built relationships with partner child, child's parents, preschool teachers, and fellow team members to provide support and feedback regarding progress and successes
- Completed 300 hours yearly in intensive theory training, tutoring, and planning meetings

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



Career Center
University of Missouri

Lower Level
Student Success Center

(573)882-6801
career.missouri.edu
career@missouri.edu



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	

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 résumé 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. 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.

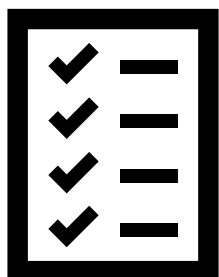
Lifeguard Manager
Sample Rec Facility

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 TEXT
- ⊕ AVOID BRIGHT COLORS UNLESS IN CREATIVE INDUSTRY
- ⊕ SAVE AND SUBMIT AS A PDF
- ⊕ STAY AWAY FROM TEMPLATES

APPLICANT TRACKING SYSTEM TIPS

ATS software is used by most employers to manage applicants and scan resumes to determine qualifications before recruiters can review them. To make sure you are getting through, **consider using:**

- **Keywords and exact phrases** from job descriptions on your document and online application
- **Simple formatting**, avoiding tables, headers/footers, symbols, boxes, columns, and designs
- **Generic fonts** like Arial, Calibri, or Times New Roman
- **Common names** for your section headers (Education, Work Experience, Leadership, Skills)

Extra tip: As you apply to jobs, check your junk mail as automatic emails from ATS's often go there

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
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