



# Resume 101

**No, it's not too early!** You will need a resume to apply for part-time jobs, summer jobs, scholarships, research opportunities, and internships. You can continually update it with your new experiences including clubs/organizations, internships, volunteer work, and employment. Furthermore, you never know when the right opportunity might present itself and you definitely want to be well prepared.

**Did you know? Readers spend 10-20 seconds reviewing a resume to decide if the applicant is of interest. Follow these guidelines to make a strong first impression.**

- Use action verbs to describe your experience (action verb list included)
- List both technical skills and transferable skills.
- Sample resumes are included in this packet as guides and should not be copied in their entirety.
- Use the resume checklist (included) to assess the layout, appearance & content of your resume.

## Layout and Format

**Margins:** 0.5" to 1"

**Font Type:** Calibri, Arial, Times New Roman, Helvetica, and other easily read fonts

**Font Size:** 10 to 12 point

**Bold:** use it to emphasize school name, degree, and employer / organization names

**Italics:** Can be used to emphasize position titles

**Typical Sections:** Education, Honors, Experience, Leadership / Activities & Volunteer

**Bullets:** Use bullets when describing your experiences

**Formatting:** Title, employers, locations, and dates should all be listed in the same format.

## Drew University

### Center for Internships and Career Development

Sycamore Cottage

[career@drew.edu](mailto:career@drew.edu)

<https://www.drew.edu/internships-career-development/about-us/students/market-yourself/#resumewriting>



# Resume Writing Worksheet

The following is to be used as a guide for writing your resume. However, each resume is unique and should be a reflection of who you are and what you have to offer.

## Contact Information:

Name: \_\_\_\_\_

Address (Permanent): \_\_\_\_\_

Address (School): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Objective:** \_\_\_\_\_

## Education:

Institution & Location: \_\_\_\_\_ Date: \_\_\_\_\_

Major (include degree type): \_\_\_\_\_

Minor: \_\_\_\_\_ Cumulative GPA (if 3.0 or above): \_\_\_\_\_

Honors/Awards: \_\_\_\_\_

Relevant Coursework: \_\_\_\_\_

---

## Relevant Experience:

Can be a diverse combination of experiences and skills that directly relate to the position such as: internships, jobs, leadership experiences, and / or classroom experiences.

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Organization/Location: \_\_\_\_\_

Responsibilities/Contributions:

Begin with an action verb and demonstrate major accomplishments and use of key skills with bullet points.



## Resume Writing Worksheet (cont.)

### Employment:

Employer / Location: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Responsibilities / Contributions:

Begin with an action verb and demonstrate major accomplishments and use of key skills with bullet points.

### Leadership / Activities:

*Include clubs, volunteer work, team sports, and leadership roles.*

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Begin with an action verb and demonstrate major accomplishments and use of key skills. Use bullet points.

### Awards / Honors:

*Include general memberships in organizations, awards, and scholarships.*

Organization / Award: \_\_\_\_\_

Organization / Award: \_\_\_\_\_

### Skills:

*Reflect abilities related to technology, language, instrumentation, and other competencies that directly relate to position sought. Use bullet points.*

**Do not to state "References available upon request." References should be placed on a separate document.**



# Resume Checklist

The following is to be used as a guide for writing your resume, however, each resume is unique and should be a reflection of who you are and what you have to offer.

| <b>Layout and Appearance</b>                                                                                                                                                                                       | <b>Yes</b> | <b>No</b> | <b>Reviewer Comments</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|--------------------------|
| Is my name at the top of the page, the largest font, and in bold?<br>Are my address, phone number and email easy to read?                                                                                          |            |           |                          |
| Is my resume an appropriate length? (1 page strongly recommended)                                                                                                                                                  |            |           |                          |
| Is formatting (e.g. bold, font, bullet sizes, heading styles) consistent throughout the resume? Are the headings and statements evenly spaced?                                                                     |            |           |                          |
| Are verb tenses in the present tense for current jobs? Are verb tenses in the past tense for previous jobs?                                                                                                        |            |           |                          |
| Do I have approximately 3-5 statements per job? (bullet form is recommended)                                                                                                                                       |            |           |                          |
| <b>Content</b>                                                                                                                                                                                                     | <b>Yes</b> | <b>No</b> | <b>Reviewer Comments</b> |
| Is my Contact Information professional and appropriate?                                                                                                                                                            |            |           |                          |
| Does my Objective Statement clearly state what I am seeking?                                                                                                                                                       |            |           |                          |
| Does my Education section state my official degree and expected graduate date? Did I include my cumulative GPA (if a 3.0 or above)? Is my GPA accurate?                                                            |            |           |                          |
| Does my Relevant Experience section clearly demonstrate my responsibilities, work ethic, and experience?                                                                                                           |            |           |                          |
| Does my Employment section include statements that reflect my responsibilities, work ethic, and experience?                                                                                                        |            |           |                          |
| Does my Leadership/Activities section include associations, clubs, and volunteering? Do I list my position and title when necessary?                                                                               |            |           |                          |
| Does my Awards/Honors section include recognitions, achievements, merits, scholarships, and awards?                                                                                                                |            |           |                          |
| Does my Skills section reflect abilities related to technology, language, instrumentation, and competencies that directly relate to the position sought?                                                           |            |           |                          |
| Do my description/responsibilities statements start with action verbs and include the use of key skills and major accomplishments? Do they quantify results when possible? (i.e. number of people, items, results) |            |           |                          |
| Is my resume completely free from spelling, punctuation and grammatical errors?                                                                                                                                    |            |           |                          |



# Action Verbs by Skills Categories

Action verbs are a good way to describe transferable skills that you have developed. Transferable skills can transfer from one job or occupation to another. Listed below are action verbs that describe skills that employers most desire according to the national Association of Colleges and Employers.

This list is intended to be a starting point and is not a complete listing of verbs or skills.

## Communication / People Skills

|              |              |              |
|--------------|--------------|--------------|
| Addressed    | Edited       | Outlined     |
| Advertised   | Elicited     | Participated |
| Arbitrated   | Enlisted     | Persuaded    |
| Arranged     | Explained    | Presented    |
| Articulated  | Expressed    | Promoted     |
| Authored     | Formulated   | Proposed     |
| Clarified    | Furnished    | Publicized   |
| Collaborated | Incorporated | Reconciled   |
| Communicated | Influenced   | Recruited    |
| Composed     | Interacted   | Referred     |
| Condensed    | Interpreted  | Reinforced   |
| Conferred    | Interviewed  | Reported     |
| Consulted    | Involved     | Resolved     |
| Contracted   | Joined       | Solicited    |
| Convinced    | Lectured     | Specified    |
| Corresponded | Listened     | Spoke        |
| Debated      | Marketed     | Suggested    |
| Defined      | Mediated     | Summarized   |
| Developed    | Moderated    | Synthesized  |
| Discussed    | Negotiated   | Translated   |
| Drafted      | Observed     | Wrote        |



# Action Verbs by Skills Categories

## Creative Skills

|                |             |              |
|----------------|-------------|--------------|
| Acted          | Displayed   | Invented     |
| Adapted        | Drew        | Modeled      |
| Began          | Entertained | Modified     |
| Combined       | Established | Originated   |
| Composed       | Fashioned   | Performed    |
| Conceptualized | Formulated  | Photographed |
| Condensed      | Founded     | Planned      |
| Created        | Illustrated | Revised      |
| Customized     | Initiated   | Revitalized  |
| Designed       | Instituted  | Shaped       |
| Developed      | Integrated  | Solved       |
| Directed       | Introduced  |              |

## Data / Financial Skills

|              |             |            |
|--------------|-------------|------------|
| Administered | Computed    | Netted     |
| Adjusted     | Conserved   | Planned    |
| Allocated    | Corrected   | Prepared   |
| Analyzed     | Determined  | Programmed |
| Appraised    | Developed   | Projected  |
| Assessed     | Estimated   | Qualified  |
| Audited      | Forecasting | Reconciled |
| Balanced     | Managed     | Reduced    |
| Budgeted     | Marketed    | Researched |
| Calculated   | Measured    | Retrieved  |



# Action Verbs by Skills Categories

## Helping Others

|              |              |               |
|--------------|--------------|---------------|
| Adapted      | Counseled    | Insured       |
| Advocated    | Demonstrated | Intervened    |
| Aided        | Diagnosed    | Motivated     |
| Answered     | Educated     | Prevented     |
| Arranged     | Encouraged   | Provided      |
| Assessed     | Ensured      | Referred      |
| Assisted     | Expedited    | Rehabilitated |
| Clarified    | Facilitated  | Represented   |
| Coached      | Familiarized | Resolved      |
| Collaborated | Furthered    | Simplified    |
| Contributed  | Guided       | Supported     |
| Cooperated   | Helped       | Volunteered   |

## Organizational Skills

|              |              |              |
|--------------|--------------|--------------|
| Approved     | Incorporated | Reserved     |
| Arranged     | Inspected    | Responded    |
| Catalogued   | Logged       | Reviewed     |
| Categorized  | Maintained   | Routed       |
| Charted      | Monitored    | Scheduled    |
| Classified   | Obtained     | Screened     |
| Coded        | Operated     | Submitted    |
| Collected    | Ordered      | Supplied     |
| Compiled     | Organized    | Standardized |
| Corrected    | Prepared     | Systematized |
| Corresponded | Processed    | Updated      |
| Distributed  | Provided     | Validated    |
| Executed     | Purchased    | Verified     |
| Filed        | Recorded     | Generated    |



## Action Verbs by Skills Categories

### Management / Leadership Skills

|              |              |              |
|--------------|--------------|--------------|
| Administered | Enforced     | Organized    |
| Analyzed     | Enhanced     | Originated   |
| Appointed    | Established  | Overhauled   |
| Approved     | Executed     | Oversaw      |
| Assigned     | Generated    | Planned      |
| Attained     | Handled      | Presided     |
| Authorized   | Headed       | Prioritized  |
| Chaired      | Hired        | Produced     |
| Considered   | Hosted       | Recommended  |
| Consolidated | Improved     | Reorganized  |
| Contracted   | Incorporated | Replaced     |
| Controlled   | Increased    | Restored     |
| Converted    | Initiated    | Reviewed     |
| Coordinated  | Inspected    | Scheduled    |
| Decided      | Instituted   | Secured      |
| Delegated    | Led          | Selected     |
| Developed    | Managed      | Streamlined  |
| Directed     | Merged       | Strengthened |
| Eliminated   | Motivated    | Supervised   |
| Emphasized   | Navigated    | Terminate    |





## Action Verbs by Skills Categories

### Research Skills

|            |              |              |
|------------|--------------|--------------|
| Analyzed   | Experimented | Organized    |
| Clarified  | Explored     | Researched   |
| Collected  | Extracted    | Reviewed     |
| Compared   | Formulated   | Searched     |
| Conducted  | Gathered     | Solved       |
| Critiqued  | Inspected    | Summarized   |
| Detected   | Interviewed  | Surveyed     |
| Determined | Invented     | Systematized |
| Diagnosed  | Investigated | Tested       |
| Evaluated  | Located      | Examined     |
| Measured   |              |              |

### Teaching Skills

|              |                |             |
|--------------|----------------|-------------|
| Adapted      | Encouraged     | Motivated   |
| Advised      | Evaluated      | Persuaded   |
| Clarified    | Explained      | Simulated   |
| Coached      | Facilitated    | Stimulated  |
| Communicated | Focused        | Taught      |
| Conducted    | Guided         | Tested      |
| Coordinated  | Individualized | Trained     |
| Critiqued    | Informed       | Transmitted |
| Developed    | Instilled      | Tutored     |
| Enabled      | Instructed     |             |



## Action Verbs by Skills Categories

### Technical Skills

Adapted

Applied

Assembled

Built

Calculated

Computed

Conserved

Constructed

Converted

Debugged

Designed

Determined

Developed

Engineered

Fabricated

Fortified

Installed

Maintained

Operated

Overhauled

Printed

Programmed

Rectified

Regulated

Remodeled

Repaired

Replaced

Restored

Solved

Specialized

Standardized

Studied

Upgraded

Utilized

# SAMPLE # 1 – First Resume

## SUSAN B. GREEN

### Present Address

Drew University  
36 Madison Avenue  
Madison, NJ 07980

### Permanent Address

1234 Any Street  
Milwaukee, WI 53202

### OBJECTIVE:

To obtain an on-campus position. Work-study eligible.

### EDUCATION:

Drew University, Madison, NJ  
Bachelor's Degree, Expected Graduation May 20xx  
Major in Urban and Regional Studies, Minor in Spanish

East High School, Milwaukee, WI  
High School Diploma, June 20xx  
Cumulative GPA: 3.4/4.0

### SKILLS:

Effective customer service and communication skills  
Hard worker, committed to meeting deadlines  
Familiar with various Microsoft programs such as Word, Excel and Access  
Attentive to detail and very conscientious

### WORK EXPERIENCE:

#### **Crew member**, May 20xx to Present **McDonald's, Milwaukee, WI**

Assist customers with menu selections  
Balance and reconcile daily cash receipts and transactions for crew stations  
Maintain a clean work environment

#### **Childcare Provider/Babysitter, 20xx to 20xx**

Various Families in Milwaukee, WI  
Provided care for children ages 2 to 10  
Completed American Red Cross Certification class

### ACTIVITIES:

Student Council Member, East High School, 20xx to 20xx  
Member, National Honor Society, East High School, 20xx to 20xx

# **SAMPLE # 1 – First Resume Example with No Prior Work Experience**

**Mackenzie Smith**  
**6 Bristol Street, Arlington, NY 12133**  
**Phone: 555-486-2222**  
**Email: mac.smith@gmail.com**

## **EDUCATION:**

Arlington High School, Arlington, NY  
20xx-20xx

## **EXPERIENCE:**

Pet Sitter  
20xx – present  
Provide pet sitting services including dog walking, feeding, and yard care.

Child Care  
20xx – present  
Provide child care for several families after school, weekends, and during school vacations.

## **ACHIEVEMENTS:**

National Honor Society  
Academic Honor Roll

## **VOLUNTEER EXPERIENCE:**

Little League Coach  
Arlington Literacy Program  
Run for Life

## **INTERESTS / ACTIVITIES:**

Member of Arlington High School Baseball Team  
Piano

## **COMPUTER SKILLS:**

Proficient with Microsoft Office, Internet, and Social Media

## **SAMPLE # 2 –Transfer Student**

### **SUSAN B. GREEN**

1234 Any Street  
Milwaukee, WI 53202  
(920) 555-xxxx  
greensb@drew.edu

#### **OBJECTIVE:**

To obtain an on-campus position. Work-study eligible.

#### **EDUCATION:**

Drew University, Madison, NJ  
Bachelor's Degree, Expected Graduation May 20xx  
Major in Business Administration, Minor in Spanish

Northeast Technical College, Green Bay, WI  
Associate's Degree, May 20xx

#### **SKILLS:**

Over 5 years of customer service experience  
Familiar with Microsoft Word, Excel and Access  
Experience with multi-line phone systems  
Fluent in Spanish

#### **WORK EXPERIENCE:**

##### **Customer Service Representative, May 20xx - Present**

##### **Kohl's Department Stores, Green Bay, WI**

Provide efficient customer service and accurately manage register transactions  
Balance and reconcile daily cash receipts  
Assist with training new employees

#### **COMMUNITY INVOLVEMENT:**

**Volunteer**, Habitat for Humanity, 20xx-present

Participate in various builds throughout the Green Bay area

Sell donated materials at the Habitat's ReStore to support construction of homes

**Volunteer Mentor**, Big Brothers, Big Sisters of Northeastern Wisconsin, 20xx-20xx

#### **REFERENCES:**

Available upon request