

Resume GUIDE

A resume is a one-page summary of your academic, employment, and co-curricular experiences. The main purpose, along with a cover letter, is to get you in the door for an interview. This is your first impression to an employer.

► Tips for Success

Experiences—For each significant experience, describe your specific duties and responsibilities.

- Describe actions taken and concrete results
- Identify interpersonal or technical skills used
- Provide examples of tasks or projects, including quantified information (number of children taught, size of budget managed, etc.)
- Include any significant accomplishments, achievements, or awards.

Keywords—Many employers scan and store resumes into databases which are searched by “keywords” to identify candidates with the skills, experience, and educational background sought for specific positions. Make sure to identify keywords used in the job description and incorporate them into your resume in your experience descriptions and skills.

Be Clear and Concise—Spend the time to express yourself as clearly and concisely as possible on your resume. Work with an Academic and Career Advisor to improve your first draft.

Common Jargon—Whenever possible, use common or accepted jargon (e.g., MS Word, MS Excel, Access, Mac OS, Java, HTML, etc.). The more you use, the more likely the reader will pick up on important transferable skills you possess.

Keep it Simple and Clean—Avoid parentheses, underlining, graphics, abbreviations, borders, italics, lines, columns, or brackets.

► Format

- Use one font style throughout the entire resume (Arial, Helvetica or Tahoma).
- Use a font size of 10 to 12 point.
- Left justification only. Margins should be between 0.5” - 1” on all sides.

WHAT IS A CV?

HOW IS IT DIFFERENT FROM A RESUME?

A Curriculum Vitae (CV) is a detailed synopsis of your educational and academic background as well as teaching and research experience, publications, presentations, awards, honors, and affiliations. In the U.S., its purpose is to outline your credentials for an academic position, fellowship, or grant. A CV can be 2-4 pages in length.

► Action Words

Use these in your experience descriptions to get specific about your actions and accomplishments

Achieved	Engineered	Programmed
Addressed	Ensured	Promoted
Administered	Established	Proposed
Advised	Evaluated	Proved
Analyzed	Expanded	Provided
Anticipated	Expedited	Published
Appointed	Facilitated	Purchased
Appraised	Forecasted	Recommended
Approved	Formed	Recruited
Arranged	Formulated	Redesigned
Assessed	Founded	Reduced
Audited	Generated	Regulated
Avoided	Graded	Rejected
Bought	Guided	Related
Built	Hired	Renegotiated
Calculated	Identified	Reorganized
Centralized	Implemented	Reported
Collaborated	Improved	Researched
Combined	Improvised	Resolved
Communicated	Increased	Reviewed
Complied	Initiated	Revised
Composed	Inspected	Revitalized
Computed	Instructed	Saved
Concluded	Interviewed	Scheduled
Condensed	Invested	Secured
Conducted	Investigated	Selected
Controlled	Launched	Settled
Coordinated	Led	Shaped
Created	Liquidated	Simplified
Cultivated	Localized	Sold
Decentralized	Located	Solved
Decreased	Maintained	Specified
Defined	Managed	Standardized
Delegated	Marketed	Stimulated
Demonstrated	Minimized	Streamlined
Designed	Modernized	Studied
Determined	Monitored	Supervised
Developed	Negotiated	Supported
Devised	Obtained	Surpassed
Directed	Operated	Surveyed
Distributed	Organized	Taught
Documented	Performed	Tested
Doubled	Planned	Tightened
Drafted	Prepared	Tripled
Edited	Presented	Utilized
Eliminated	Prevented	Wrote
Employed	Processed	
Enforced	Produced	

► Information to Include

Heading—Your preferred first and last name, city and state, email, and phone number.

Education—List Fitchburg State University, year of graduation, major, minor, and concentration, awards and honors, GPA (if over 3.0). Study abroad institutions should be listed separately. Include previously earned degrees, like an Associate, below Fitchburg State University.

Experience—If possible, organize your experiences into categories (Internships, Volunteer, Employment). Include your job title, name of organization, dates, and city, state.

Athletics—If you are a member of a varsity sports team, indicate your participation.

Leadership—Include title and dates of any leadership roles you have held.

Campus Activities—Note any organizations to which you belong.

Skills—List any computer, language, or laboratory skills as well as certifications.

NEATNESS COUNTS!

No typos, grammatical errors or misspellings. Do not rely on 'spell check' function to catch all errors. Aim for a visually pleasing, uncluttered appearance. Try using bullet points for a sense of visual balance.

Sam Sample

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EDUCATION

Fitchburg State University, Fitchburg, MA May 2023
Bachelor of Science in Business Administration, Concentration in Marketing
Cumulative GPA: 3.4/4.0

INTERNSHIP EXPERIENCE

Enterprise Rent-A-Car, Leominster, MA September 2021 – December 2021
Management Trainee Intern

- Delivered high quality customer service in a fast-paced, sales-driven team
- Ranked 7th out of 25 interns in the region for sales
- Collaborated with Sales Coach to expand marketing plan through social media and local business outreach

Life Long Learners, Fitchburg, MA September 2020 – May 2021
Development Intern

- Solicited contributions for literacy program that collects/distributes age-appropriate books to children in 4 countries by organizing book drives and developing social media campaigns
- Developed and maintained database of donors that exceeded 1,000 individuals
- Organized Internet outreach campaign that reached over 3,000 potential donors

WORK EXPERIENCE

LaLa Music Festival, Boston, MA May 2022 – August 2022
Event Staff

- Oversaw ticket collection and t-shirt sales at event with 6,000 attendees
- Assisted in setup and breakdown of event
- Provided quality customer service to attendees by answering questions and addressing concerns.

Happy Cup Coffee House, Clinton, MA June 2019 – March 2020
Barista

- Served beverages at high traffic café and developed expertise in creating monthly specials and customer incentives to increase monthly sales by 5%
- Efficiently and accurately operated cash register during peak hours
- Provided quality customer service

ACTIVITIES

Japanese Chat Club, Fitchburg State University, Fitchburg, MA September 2019 – May 2022

- Participate in weekly meetings to practice Japanese fluency and learn about Japanese culture

Children's Literature Book Club, Fitchburg, MA September 2020 – May 2021

- Assisted in the creation of the book club hosted through the local library
- Built membership through word of mouth and social media marketing

SKILLS

Social Media: Facebook, Twitter, LinkedIn, Pinterest, Snapchat
Computer: HTML (intermediate), JAVA (beginner), Microsoft Office Suite
Language: Japanese (advanced spoken and written)

Notice that each bullet point begins with an Action Word.

Notice the way Sam was able to quantify their achievements to highlight their impact in the role.

Separate your experience into sections in order to highlight your most relevant experiences, such as internships, even if they're not the most recent.