

Guide to Resume Writing

Name & Contact Info

- include where and how you would like to be contacted
- Use a professional email address
- Name should be in 18-24 pt font

Skills

- Describe any skills you have that are noteworthy or unique

Education

- Spell out the name of the school and your degree
- List any study abroad or internship experiences

Experience

- Describe responsibilities and duties of position
- List in reverse chronological order

Involvement

- Describe responsibilities and duties of position
- List in reverse chronological order

A resume is a marketing document designed to showcase your relevant education, experience and skills.

- Your resume should be only 1 page (unless you are a graduate student or have significant leadership or professional experience)
- Proofread - there should be no spelling or grammatical errors
- Do not use pronouns such as I, Me, We, Them, etc.
- Use a font that is easily readable - Times New Roman, Arial, Helvetica
- Font size should be no smaller than 11 pt, - 12 pt is ideal
- Be consistent throughout - use the same formatting, headers, font, spacing, etc.
- Use dot bullets that begin with action words - Do not use full sentences
- Do not use parentheses, dashes or other characters

Robert Catt

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Skills Summary

Fluent in Italian, Greek and Spanish, JavaScript, HTML, SQL, C++, Python

Education

Frostburg State University	Frostburg, MD
Bachelor of Science Communications Studies	May 2020
Minor Public Relations	GPA 3.74
NorthUmbria University	Newcastle England
Study Abroad	Fall 2019

Experience

<u>Target</u>	Frederick, MD
Retail Sales Associate	June 2017-present
• Managed merchandise rotation and floor changes	
• Trained new staff members on cash register, returns and merchandise tagging	
• Selected as Employee of the Month for increasing sales by 30%	

<u>Frostburg State University</u>	Frostburg, MD
Writing Assistant/Tutor	August 2018 - June 2019
• Designed and delivered classroom presentations on writing guidelines	
• Advised 15-20 undergraduate students on writing related projects including research papers, thesis and reflection assignments	
• Provided appropriate guidance for students with questions	

Involvement

Student Government Association , FSU	Frostburg, MD
Vice President	August 2018 - present
Frostburg Village Nursing Home	Frostburg, MD
Volunteer	January - October 2019
Football Team, Division II	Frostburg, MD
Running Back	Fall 2017

Action Words

Don't underestimate the value of your experiences. Use the words below to tell an employer about those transferable skills.

Communication

Articulated
Arranged
Articulated
Authored
Collaborated
Communicated
Composed
Conveyed
Defined
Discussed
Drafted
Edited
Formulated
Incorporated
Moderated
Negotiated
Participated
Proposed
Publicized
Recruited
Resolved
Summarized

Leadership

Appointed
Assigned
Chaired
Coordinated
Delegated
Developed
Directed
Enforced
Enhanced
Established
Executed
Generated
Handled
Hired
Improved
Implemented
Led
Managed
Motivated
Organized
Oversaw
Planned
Supervised

Technical

Adapted
Applied
Assembled
Built
Calculated
Computed
Constructed
Designed
Engineered
Maintained
Operated
Programmed
Remodeled
Solved
Upgraded
Utilized

Research

Analyzed
Collected
Compared
Conducted
Diagnosed
Evaluated
Examined
Extracted
Gathered
Identified
Interpreted
Investigated
Measured
Researched
Reviewed
Solved
Studied
Summarized
Systemized

Organization

Categorized
Classified
Coded
Compiled
Distributed
Inspected
Maintained
Processed
Purchased
Recorded
Reserved
Responded
Screened
Served
Submitted
Updated
Validated
Verified

Creative

Combined
Composed
Conceptualized
Created
Displayed
Entertained
Illustrated
Initiated
Integrated
Introduced
Modified
Performed
Revised
Shaped

Since the resume will be only 1 page, you want to make a big impact with the words you use.

Using purposeful words will help make your resume unique.

Use similar words to what is listed in the job description - if you have those experiences.

Action words are strong, and powerful. They help demonstrate your achievements.