

# Resume Writing Guide

A well-crafted, targeted resume can open doors and give you an edge when applying for internships, jobs, scholars programs and other activities. By effectively describing your education and experience, your resume gives recruiters a sense of how your strengths, skills and qualifications will translate into success for the job, internship or program for which they are selecting candidates. The resume also serves as a conversation guide for many interviews. This resume writing guide is prepared to provide tips for successfully creating, reviewing and refining your resume.

Use one of the Agnes Scott College templates provided as a starting point (one sample template is included at the end of this guide). Bear in mind that these tips are provided to make your resume not only effective when printed, but also, when viewed (or scanned) digitally by recruiters or recruiting software. Experts suggest that recruiters spend 20 – 30 seconds scanning a resume before deciding whether to read it more closely; a strong resume can break through to receive a closer look.

**Inviting to View:** Your resume's appearance matters and will impact your prospective employer's first impression of you. Your resume must be neat with plenty of white space and consistently formatted to be pleasing to the eye. Avoid underlining, unusual abbreviations, graphics and other symbols other than plain bullets.

- **Margins:** .5" to 1"
- **Font:** Simple, easy-to-read font such as: Calibri, Arial, Times New Roman or Trebuchet MS
- **Font Size:** 10 to 12 point; Can use 14 – 18 point for your name (either centered or left justified)
- **Bold:** Use to emphasize school/organization names. Be consistent in its use. Do not overuse.
- **Italics:** Use to emphasize position. Be consistent in its use. Do not overuse.
- **Length:** Always one page. CVs are longer and require a different format.

**Use Headings to Guide the Reader:** Standard headings include Education, Honors, Experience (can include work and paid and unpaid internships), Campus or Community Involvement/Engagement, (relevant) Skills. Others might include: Laboratory Experience; Related Coursework and Publications. Organize your information into logical categories. For example, if you won an award for academics or campus activities, place the award information with the description of the academic or campus experience.

**Use bullets to make it easy for the reader to scan the resume.** Each bullet point must be clear, truthful and comprehensive. Go beyond descriptive information.

- Think of STAR: each bullet point should begin with an action verb and describe the situation or task, the action and the results you achieved.
- Provide impressive detail as opposed to vague descriptions. Use direct language. Avoid slang and common language.
- Do NOT begin with "responsible for" or "duties included."
- Do not use pronouns.

- List points chronologically.
- You may use jargon that is appropriate to the business or job description if it is relevant and meaningful to the reader.

**Consider your Audience:** Take time to research the organization to which you are applying. Read the job posting carefully and highlight your strengths and experiences to fit the requirements for the position and the mission and culture of the organization.

**Keyword-friendly:** Keywords are typically nouns used by automated software to sort digital resumes. People also use keywords unconsciously as they scan resumes for certain experiences. Read the job posting and match your highlighted strengths with the requirements for the position. Include words that are also included in the job description, where relevant and genuine.

**Education.** Include expected graduation date.

- **GPA:** Include if 3.0 or above. Can also list Major GPA if it is higher.
- **High School:** Only include if you are a first year student applying for an internship OR if you graduated from a top high school in the city where you are searching for a position.
- **Relevant Coursework:** Useful for higher level courses that not every student would select (e.g., Econometrics for Econ majors)

**Experience Comes in Many Forms:** Relevant experience comes from many situations including internships, both paid and unpaid, community and volunteer service, campus involvement, community and campus leadership, athletics and part-time, summer or work-study jobs. Go back to your list of strengths and the job description. Which experience examples best showcase how your strengths align with the job description?

**Community and Campus Engagement.** Employers like to see students who have taken initiative to be involved and accomplish goals. Consider the ways in which you have positively impacted your campus community.

- List activities that may not have involved leadership but show accomplishment and dedication

**Do not include references** or the statement “References Available Upon Request”. If you submit references, use a separate page to list the names and contact information for each reference. Be sure to label the page with your name and information in case it becomes separated from the resume and cover letter.

**Professional and accurate contact information.** Recruiters will use the contact information provided. Make sure you have a formal and professional greeting on your voicemail and that you answer your phone professionally during your job search.

**Proof, proof, and proof again.** Spell check and grammar check. Then ask another person to read it line by line!

**PDF your resume before emailing.** Formatting may be lost if you email a Word document. Make sure you review and save your resume as a PDF before sending electronically.

## List of Action Verbs for Resumes & Professional Profiles

### Communication

Address	Consult	Document	Incorporate	Meet	Promote	Respond
Advertise	Contact	Draft	Influence	Motivate	Publicize	Solicit
Arrange	Convey	Edit	Inform	Negotiate	Publish	Specify
Ascertain	Convince	Educate	Interact	Network	Question	Speak
Author	Correspond	Enlist	Interpret	Observe	Recruit	Suggest
Brief	Define	Explain	Interview	Outline	Refer	Summarize
Collaborate	Describe	Express	Involve	Participate	Reinforce	Synthesize
Communicate	Develop	Follow-up	Lecture	Persuade	Report	Translate
Compose	Direct	Formulate	Market	Present	Resolve	Write

### Creative/Entrepreneurial

Act	Create	Drive	Illustrate	Model	Photograph	Review
Adapt	Customize	Entertain	Imagine	Modernize	Plan	Revise
Advertise	Design	Execute	Influence	Modify	Present	Revitalize
Broaden	Develop	Exhibit	Initiate	Motivate	Produce	Shape
Collaborate	Discover	Explore	Inspire	Originate	Recommend	Sketch
Combine	Display	Fashion	Institute	Outline	Redesign	Spark
Conceive	Draw	Forge	Invent	Perform	Reengineer	Spearhead
Conceptualize	Demonstrate	Formulate	Lead	Persuade	Reshape	Transform

### Financial

Account for	Audit	Control	Determine	Manage	Prepare	Reconcile
Administer	Balance	Correct	Estimate	Measure	Procure	Reduce
Allocate	Budget	Create	Finance	Model	Project	Research
Analyze	Calculate	Cross-	Forecast	Monitor	Purchase	Streamline
Align	Computer	reference	Increase	Plan	Quantify	Transfer

### Helping

Advise	Assess	Counsel	Enlist	Guide	Prescribe	Represent
Advocate	Assist	Diagnose	Ensure	Inspire	Protect	Serve
Aid	Coach	Educate	Evaluate	Moderate	Prevent	Simplify
Answer	Collaborate	Enable	Facilitate	Observe	Refer	Support
Arrange	Contribute	Encourage	Foster	Predict	Rehabilitate	Volunteer

### Research

Accumulate	Clarify	Design	Evaluate	Hypothesize	Locate	Study
Acquire	Collect	Detect	Examine	Identify	Modify	Summarize
Amplify	Compare	Determine	Experiment	Inspect	Organize	Survey
Analyze	Conduct	Discover	Extract	Interpret	Process	Test
Calculate	Critique	Disprove	Formulate	Interview	Review	Troubleshoot
Chart	Diagnose	Dissect	Gather	Investigate	Research	

### Leadership/Management

Accomplish	Conduct	Devote	Formulate	Leverage	Preside	Revitalize
Administer	Consolidate	Direct	Generate	Manage	Prioritize	Reward
Adjust	Consult	Dispense	Handle	Maintain	Produce	Save
Analyze	Contact	Eliminate	Implement	Merge	Propose	Schedule
Appoint	Coordinate	Employ	Improve	Motivate	Realize	Streamline
Approve	Decide	Emphasize	Incorporate	Optimize	Recommend	Strengthen
Assign	Decrease	Enforce	Increase	Orchestrate	Recruit	Supervise
Assume	Delegate	Enhance	Initiate	Organize	Regulate	Terminate
Chair	Design	Establish	Inspire	Overhaul	Reorganize	Unite
Choose	Determine	Evaluate	Institute	Oversee	Replace	
Conceptualize	Develop	Execute	Lead	Plan	Review	

### Teaching

Accept	Clarify	Designate	Facilitate	Initiate	Persuade	Solicit
Adapt	Coach	Develop	Focus	Inquire	Postulate	State
Advise	Command	Direct	Generate	Instill	Praise	Stimulate
Analyze	Communicate	Educate	Guide	Instruct	Provoke	Structure
Apply	Compliment	Elaborate	Head	Interact	Question	Synthesize
Appraise	Conduct	Elicit	Hypothesize	Integrate	Reinforce	Teach
Appreciate	Cooperate	Emphasize	Identify	Investigate	Rephrase	Thank
Assess	Coordinate	Enable	Implement	Listen	Research	Theorize
Assign	Correct	Encourage	Incorporate	Model	Reward	Train
Attend	Critique	Evaluate	Indicate	Motivate	Set Goals	Tutor
Challenge	Define	Explain	Individualize	Observe	Set Standards	
Choose	Demonstrate	Explore	Inform	Organize	Simplify	

# Resume Review

Student Name \_\_\_\_\_ Reviewer Name \_\_\_\_\_

E = Excellent      S = Satisfactory      R=Revise

E	S	R	Name & Contact Info: prominent, professional, easy-to-read
E	S	R	Education .... Chronological order; complete; relevant honors
E	S	R	Experience .... Order/organization of sections is relevant to position
E	S	R	Experience .... Strong bullet points with action verbs; impact statements; direct language
E	S	R	Campus/Community Engagement ... do examples show leadership? Impact of student on organization? Level of commitment? Creativity?
E	S	R	Skills & Interests ... Relevant to position and unique to individual
E	S	R	Does resume communicate 3-5 strengths of the student applicant?
E	S	R	Targeted ... Examples fit position of interest; keyword statements are specific and logical
E	S	R	Formatting ... appropriate font, font size, indentation, italics, dates are consistently displayed; margins are comfortable
E	S	R	Spelling and punctuation – error-free; no personal pronouns
E	S	R	Grammar ... Verb tense is consistent and logical throughout; subject/verb agreement; no slang

# Student Name

email@agnesscott.edu  
Phone Number  
Street Address, City, State

## EDUCATION

### Agnes Scott College

Bachelor of Arts/Science, Major, Concentration/Minor in Concentration/Minor  
GPA: X.XX

- Relevant Coursework: Courses relevant to position you are seeking
- Honors: Honors relevant to ASC experience

Decatur, GA  
Expected Month, Year

Study Abroad University  
Study Abroad Program

City, Country  
Semester, Year

## EXPERIENCE

### Employers/Internships/ASC Departments (work or research)

Include brief explanation of company or department if not well known  
Position Title

- Describe the Situation or Task, the Action and the Results
- Begin bullets with action verbs found in the Resume Writing Guide
- Avoid "Responsible for" and "duties included"

City, State

Dates Position Held

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## COMMUNITY ENGAGEMENT

### Student Organization/Club/Athletic Team/Fine Arts Company/Community Service

Positions Held

- Begin bullets with action verbs to describe your impact on organization/club/team
- Work mission of club/organization into bullets if not obvious (e.g., Mortar Board)

City, State  
Dates Position Held

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## SKILLS

- List Proficiency for "relevant" skills: Microsoft Office (List Programs), Languages, Computer Skills