

# Create a Strong Resume

A strong resume is a concise, informative summary of your abilities, education, and experience. It should highlight your strongest assets and skills, and differentiate you from other candidates seeking similar positions. Although it alone will not get you a job or internship, a good resume is an important element toward obtaining an interview. Tailor your resume to the type of position you are seeking. This doesn't mean that all of your experiences must relate directly, but your resume should reflect the kind of skills the employer would value.

## RESUME LANGUAGE SHOULD BE:

- Specific rather than general
- Active rather than passive
- Written to express not impress
- Articulate rather than "flowery"
- Fact-based (quantify and qualify)
- Written for people who scan quickly

## TOP 6 RESUME MISTAKES:

1. Spelling and grammar errors
2. Missing email and phone information
3. Using passive language instead of "action" words
4. Not well organized, concise, or easy to skim
5. Not demonstrating results
6. Too long

## DON'T:

- Use personal pronouns (such as I)
- Abbreviate
- Use a narrative style
- Use slang or colloquialisms
- Include a picture
- Include age or gender
- List references
- Start each line with a date

## DO:

- Be consistent in format and content
- Make it easy to read and follow, balancing white space
- Use consistent spacing, underlining, italics, bold, and capitalization for emphasis
- List headings (such as Experience) in order of importance
- Within headings, list information in reverse chronological order (most recent first)
- Avoid information gaps such as a missing summer
- Be sure that your formatting will translate properly if converted to a .pdf

## ***What is a Résumé?***

A résumé is a marketing tool, a personal advertisement, used to help you get an interview. It is a one-page (sometimes two-page) document that briefly highlights your educational background, experience, and skills. It is not an autobiography. The most effective résumé must be well written, concise, organized and clearly focused on a specific job title and address the employer's stated requirements for the position. The more you know about the duties and skills required for the job – and organize your résumé round these points – the more effective your résumé will be.

## **General Guidelines**

Your résumé has 15-20 seconds to catch an employer's eye and get an interview. Make it count!

### ***Paper***

When printing your résumé for submission by mail or in person, use high-quality paper in conservative colors (white, ivory, or very pale gray). Do not use paper with visible flecks in it.

### ***Header***

Utilize the same header on all documents (résumé and list of references). Include your name and your complete contact information. Be certain your email address sounds professional (e.g., not “prettypinkprincess@whatever.com”) and make sure your voicemail message is professional. Do not use your work email address. Put your name at the top of page two on a two-page résumé.

### ***Font & Styling***

Use a standard font (e.g., Times New Roman, Arial, Garamond). Avoid casual fonts like Comic Sans. Text size should be 11-12 points. Your name and section headings can and should be a bit larger. Utilize styling tools such as bolding, • bullets, italics and ALL CAPITALS carefully for ease when skimming.

### ***Order***

Readers lose interest as they read down and across the page. Prioritize information in order of importance, with the most important text up high and to the left where it is most likely to be read.

### ***Numbers & Abbreviations***

Spell out numbers under and including ten; use the numerical form for numbers over and including 11 (as a general rule), unless they are the first words in a sentence. Spell out abbreviations unless they are unquestionably obvious.

## *Format*

Formulate bulleted statements rather than using paragraphs of text:

- Use white space between sections of writing as appropriate.
- Keep sentences as short and direct.
- Maintain uniformity, such as either using periods or not using them after all bulleted statements.
- Start each bulleted statement with an action verb. Use present tense verbs for jobs you are still doing, and past tense verbs for tasks you have completed or are no longer doing.

## *Information to Avoid*

Do not include personal information such as age, height, weight, health status, marital status, number of children, military classification, photographs, etc. unless it is required for the specific position.

## *Templates and Sample Résumés*

Templates and sample résumés will give you an idea of what the format of your résumé should look like. However, there is no one right way to write your résumé. You can use a template as a guide, but customize it to fit your needs. We recommend avoiding Microsoft Word templates.

## **Objective**

An objective is optional. The purpose of an objective statement is to let the employer know what position or type of job you are applying for, and your qualifications for that position in a short concise statement. Focus on what you have to offer rather than on what the job can offer you.

## **Education**

This section should be listed first on your résumé as long as you are in school. Begin with your most recent level of education and degree and list in reverse chronological order. Include the name and location of schools, expected date of completion (not dates of attendance), major fields of study, and degrees received.

- Do not list your high school information unless you are a freshman or sophomore.
- Do not include schools you transferred from unless you received an Associate's Degree.
- Your GPA should be included if it is above 3.0.
- Honors and awards that are directly related to your academics may also be listed under this section.

## **Experience**

This section can include full-time, part-time, internship, and volunteer experiences – both paid and unpaid. Start with your most recent employer. Give dates of employment, your job title, name of the company, and the company’s city and state.

- This section should detail your accomplishments, transferable skills, and important responsibilities. It should not be a listing of your job duties.
- Begin each statement using action verbs. See the list of action verbs included in this packet.
- Avoid “Responsible for...” or “Duties Included...”
- Use numbers and percentages to provide measurable results when appropriate (e.g., number of people supervised; number of children in classroom; size of event; budget you oversaw, etc.).

## **Activities**

It is important to show involvement throughout college in areas other than the classroom. This is an optional section where you can list campus activities, as well as job-related professional, humanitarian, or other groups. These activities may be worth mentioning, particularly if you were an officer or were active in some other way.

## **Honors & Awards**

This section can showcase any special honors and awards you may have received. If the only awards received were in school, put those under the Education section.

## **Skills & Certifications**

List skills such as knowledge of foreign languages, computers (operating systems, relevant applications), and relevant certifications. Other skills or special abilities (e.g., quick-learner, people-oriented, dynamic public speaker) should be demonstrated through your experience section.

## **Other Sections**

Because each person has diverse experiences and strengths, there are many different categories that can be included in a résumé. This is not a comprehensive list of all of the sections you might choose to include on your résumé. You might also choose to include any of the following sections:

- Leadership Experience
- Project Experience

- Professional Affiliations & Memberships
- Relevant Coursework
- Community Involvement
- Volunteer Experience
- Publications & Research Experience
- Conferences & Presentations

### **Action Verbs**

The following are action-oriented verbs that can be used throughout your résumé and personal presentations to convey energy, accomplishments, and skills. You do not want to use “Responsibilities include...” which appears regularly on résumés. A prospective employer doesn’t want to know what you were supposed to do; he or she needs to know how you discharged the duties!

These words should be the lead words in phrases, which tell you what you really did. This list is not all-inclusive, so use your own action verbs when you don’t find the right words here. **REMEMBER:** if you are currently doing the task, keep the action verb in present tense. Try not to end the action verb using –ing.

# Action Verbs for your Resume

## LEADERSHIP

Accomplished Achieved Administered Analyzed Assigned Attained Chaired Consolidated Contracted Coordinated Delegated Developed Directed Earned Evaluated Executed Handled Headed Impacted Improved Increased Led Mastered Orchestrated Organized Oversaw Planned Predicted Prioritized Produced Proved Recommended Regulated Reorganized Reviewed Scheduled Spearheaded Strengthened Supervised Surpassed

## COMMUNICATION

Addressed Arbitrated Arranged Authored Collaborated Convinced Corresponded Delivered Developed Directed Documented Drafted Edited Energized Enlisted Formulated Influenced Interpreted Lectured Liaised Mediated Moderated Negotiated Persuaded Presented Promoted Publicized Reconciled Recruited Reported Rewrote Spoke Suggested Synthesized Translated Verbalized Wrote

## RESEARCH

Clarified Collected Concluded Conducted Constructed Critiqued Derived Determined Diagnosed Discovered Evaluated Examined Extracted Formed Identified Inspected Interpreted Interviewed Investigated Modeled Organized Resolved Reviewed Summarized Surveyed Systematized Tested

## TECHNICAL

Assembled Built Calculated Computed Designed Devised Engineered Fabricated Installed Maintained Operated Optimized Overhauled Programmed Remodeled Repaired Solved Standardized Streamlined Upgraded

## TEACHING

Adapted Advised Clarified Coached Communicated Coordinated Demystified Developed Enabled Encouraged Evaluated Explained Facilitated Guided Informed Instructed Persuaded Set Goals Stimulated Studied Taught Trained

## QUANTITATIVE

Administered Allocated Analyzed Appraised Audited Balanced Budgeted Calculated Computed Developed Forecasted Managed Marketed Maximized Minimized Planned Projected Researched

## CREATIVE

Acted Composed Conceived Conceptualized Created Customized Designed Developed Directed Established Fashioned Founded Illustrated Initiated Instituted Integrated Introduced Invented Originated Performed Planned Published Redesigned Revised Revitalized Shaped Visualized

## HELPING

Assessed Assisted Clarified Coached Counseled Demonstrated Diagnosed Educated Enhanced Expedited Facilitated Familiarized Guided Motivated Participated Proposed Provided Referred Rehabilitated Represented Served Supported

## ORGANIZATIONAL

Approved Accelerated Added Arranged Broadened Cataloged Centralized Changed Classified Collected Compiled Completed Controlled Defined Dispatched Executed Expanded Gained Gathered Generated Implemented Inspected Launched Monitored Operated Organized Prepared Processed Purchased Recorded Reduced Reinforced Retrieved Screened Selected Simplified Sold Specified Steered Structured Systematized Tabulated Unified Updated Utilized Validated Verified

Resume- Basic Template

Your Name

mail@gmail.com

**Current Address**

3 Owl Avenue  
Columbus, MS 39701  
(662) 681-5197

**Permanent Address**

123 Parents Street  
Hometown, USA 98765  
(662) 765-4321

**Objective** Target the organization or the title for which you are applying. Keep it short and simple!

**Education** *Mississippi University for Women, Columbus, MS*  
Bachelor of Arts (or Science) in (Major), Graduation Date, GPA (if 3.0 or higher)

**Relevant Experience** Most Recent Employer, City, State  
*Position Held* Date held position (Month, Year)

- List your duties & responsibilities – something you did or learned
- Cite an accomplishment you achieved while working (need at least 2)
- Begin each bullet with an action verb

**Previous Company(s) You Worked At, City, State**

*Position Held* Date held position (Month, Year)

- List at least two, up to five duties
- Concentrate on accomplishments, skills, and responsibilities

**Project Experience** Project Name/Class Name, Semester, Year  
Mississippi University for Women, Columbus, MS

- List goals, objectives, & outcome of the project
- Begin each bullet with an action verb

**Relevant Courses** \*If you need a filler or have little experience in your field

- Class Title(s) in bullet format (not every course, but only those that support your objective)

**Leadership Experience** Position Title, Organization Name –describe accomplishments

Position Title, Organization Name

Position Title, Organization Name

**Honors** Dean's List, Awards, Scholarships

\*If you have earned a scholarship, or were recognized for some type of achievement list it.

**Computer Skills** Outline your technical skills, list all programs you know or are familiar with.

**Skills**

- Outline your talents, name proven abilities that support your objective
- Specify 2-4 skills that relate.
- Use bullet format

Activities Organization Name, Date of Involvement (2017 – Present)

\*If you belong to a club, organization, sorority, and/or fraternity, list it along with any leadership positions held and dates.

Résumé - Chronological

**Your Name** 1 Owl Lane, Columbus, MS 39701 | 555.555.5555 mail@gmail.com

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## **OBJECTIVE**

To obtain a Programmer position at Google utilizing my education, skills, and experience.

## **EDUCATION**

Bachelor of Science in Computer Science, May 2020  
Mississippi University for Women, Columbus, MS

## **RELATED COURSES**

- Database Programming
- Programming Visual Basic
- Operating System Pragmatics
- Computer Software Engineering
- Network Administration
- Web page Design

## **TECHNICAL SKILLS**

*Systems:* Windows Vista | UNIX | LINUX

*Software:* Microsoft Office Suite | Adobe Photoshop | DreamWeaver | FrontPage

*Programming Languages:* C | C++ | HTML | XHTML | Java | Visual Basic

## **RELATED EXPERIENCE**

*Student Assistant*, September 2019-Present

Department of Computer Science, Mississippi University for Women, Columbus, MS

- Maintain department website including content, programming, and troubleshooting
- Create graphics and other visual elements to include on website
- Assist staff with administrative tasks

*Senior Project*, Spring 2020

Mississippi University for Women, Columbus, MS

- As part of a four-member team designed, developed and implemented a web based survey system
- Created beta database program to organize survey results and provide easy access
- Utilized XHTML on an Apache Tomcat Server to write program

*Intern*, May 2016-July 2017

The Game Shop, Columbus, MS

- Located and correct programming code in prototype software
- Brainstormed new ideas for gaming scenarios in staff meetings
- Assisted with the development, testing and implementation of fantasy game products

## **OTHER EXPERIENCE**

*Career Educator*, September 2017-May 2018

Mississippi University for Women Office of Career Services, Columbus, MS

- Helped students, alumni, and other populations with career resources
- Aided staff in administrative duties and at on-campus events
- Presented workshops on office services and résumés to classes and student groups

## **INVOLVEMENT**

Association for Computing Machinery (ACM), Member, Fall 2019-Present

- Participated in regional and national programming competition

Alpha Beta Alpha Honor Society, Member, Fall 2018-Present



Résumé - Functional

**Your Name**

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123 Owl Court | Columbus, MS (662) 444-5555 mail@gmail.com

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### **Summary of Qualifications**

- For the summary limit it to 4-6 bulleted statements highlighting your strongest attributes
- List achievement or skills that would relate to the position applying for
- List these as short bulleted statements
- This is where you begin to sell yourself to a potential employer

### **Areas of Effectiveness**

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#### **Interpersonal and Teamwork Skills**

- List achievement, skills, experience in this functional area
- Begin each bullet with an action verb
- List in short bullet format
- List 4-6 statements describing your experience from your past positions.
- Try to list significant achievements, awards, accolades, etc.

#### **Customer Service and Sales Skills**

- List achievement, skills, experience in this functional area
- List in short bullet format and begin each bullet with an action verb
- List 4-6 statements describing your experience from your past positions.
- Try to list significant achievements, awards, accolades, etc.

#### **Managerial and Supervisory Skills**

- List achievement, skills, experience in this functional area
- List in short bullet format and begin each bullet with an action verb
- List 4-6 statements describing your experience from your past positions.
- Try to list significant achievements, awards, accolades, etc.

#### **Marketing and Public Relations**

- List achievement, skills, experience in this functional area
- List in short bullet format and begin each bullet with an action verb
- List 4-6 statements describing your experience from your past positions.
- Try to list significant achievements, awards, accolades, etc.

### **Education**

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Mississippi University for Women, Columbus, MS  
Bachelor of Science in Computer Science, May 2019

GPA: 3.5

### **Employment History**

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Job Title, Company Name, City, State, Dates of Employment  
Job Title, Company Name, City, State, Dates of Employment  
Job Title, Company Name, City, State, Dates of Employment

### **Computer Skills**

Microsoft Word, PowerPoint, Excel, Access, SAP

Resume-Federal  
**Your Name**

123 Southern Drive  
Columbus, MS 39701

(662) 555-1212  
mail@gmail.com

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Veteran's Preference: N/A  
Federal Civilian Status: N/A  
Country of Citizenship: United States of America

**DATE OF BIRTH** Month Day, Year

**ANNOUNCEMENT** Announcement #000000000, Job Title (GS #)

**EDUCATION** Mississippi University for Women — Columbus, MS 39701  
Degree: Bachelor of Arts/Science in [Major], May 2019  
Major: Biology Major GPA: 3.85/4.0 Overall GPA: 3.76/4.0  
Academic Honors: Magna Cum Laude, Dean's List 2008-2012  
Relevant Coursework: List classes that you have taken that are relevant

Columbus High School, Columbus, MS 39701  
College preparatory curriculum, Received Diploma, June 2015

**HONORS/AWARDS** List any honors/awards that you may have

**CERTIFICATIONS** List any certifications that you may have

**TRAINING** List any training that you may have

**COMPUTER SKILLS** Proficient in Microsoft Word, Access, Excel, PowerPoint, SPSS.

**LANGUAGE SKILLS** Bilingual - Proficient in Spanish and English. Able to interpret and translate documents and correspondence for both Spanish and English.

**EMPLOYMENT HISTORY**

Job Title Month Year – Month Year  
Company Hours: # of hours worked/week  
Physical Address Ending Salary: \$ per hour  
City, State Zip Beginning Salary: \$ per hour  
Supervisor: First & Last Name, Phone # May Contact: Yes or No  
List ALL of your duties and responsibilities in sentence/paragraph format. Begin each sentence with an action verb. Try to be as descriptive as possible, but concise.  
**Accomplishments:** Make sure to include any accomplishments achieved.

**VOLUNTEER EXPERIENCE**

Title Month Year – Month Year  
Organization Name Hours: # of hours worked/week  
Physical Address  
City, State Zip  
Supervisor: First & Last Name, Phone #  
List ALL of your duties and responsibilities in sentence/paragraph format. Begin each sentence with an action verb. Try to be as descriptive as possible, but concise.

Resume (No Work Experience)

## Casey Little

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### Current Address

3 Owl Avenue  
Columbus, MS 39701  
(662) 681-5197

### Permanent Address

123 Parents Street  
Hometown, USA 98765  
(980) 765-4321

mail@gmail.com

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### OBJECTIVE

To obtain an internship with a non-profit organization to utilize my skills and education.

### EDUCATION

Mississippi University for Women, Columbus, MS  
Bachelor of Science in Psychology, May 2022

GPA: 3.5

### QUALIFICATIONS SUMMARY

- Ability to write clear, comprehensive and grammatically correct documents
- Demonstrated skill in managing change and maintaining flexibility in a variety of challenging environments
- Experienced in using various research methods for both academic and community service projects
- Ability to work in diverse teams and to communicate well with others
- Experience in fund raising and recruiting volunteers for fund raising events

### COMPUTER SKILLS

Experience with both PC and Macintosh computers; Proficient in Microsoft Office

### PRE-PROFESSIONAL EXPERIENCE

#### *Leadership, 2020- present*

- Volunteered to assist in campus student event setup
- Led group discussions at Mississippi University for Women on various ways to make campus mores sustainable : recycling, shortening showers, reduce paper assignments, etc.
- Initiated outreach to local high school students and their families to encourage them to seek higher education

#### *Organization, 2019*

- Compiled community outreach data into a concise report, presented to the Community Awareness Group at Mississippi University for Women
- Helped coordinate the South Panola School District food drive
- Raised \$1,200 cash donations
- Distributed over 780 cans of food to local community members