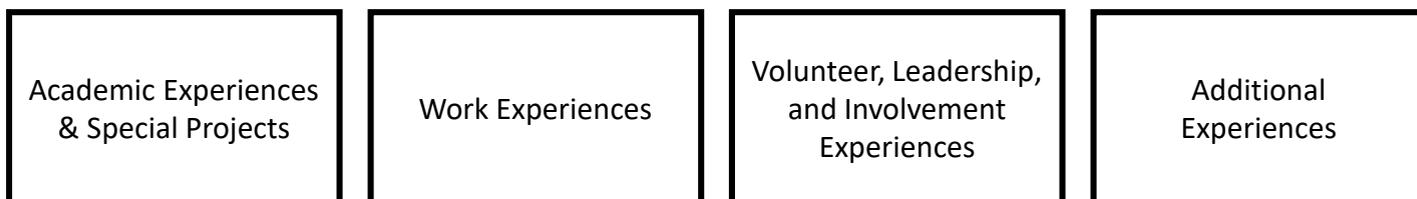# Resumes

3 tips for creating an effective resume:

1. Content – choose material that relates to the position
2. Message – tailor your resume to highlight your most relevant skills and experiences in relation to the position
3. Appearance – showcase your experiences using a clear, readable format

PART 1: CONTENT
Choose content that highlights your qualifications, skills, and relevant experience

Brainstorm your experiences that can be included on your resume

Academic Experiences & Special Projects	Work Experiences	Volunteer, Leadership, and Involvement Experiences	Additional Experiences

Develop Section Headings

Now that you have considered the kind of content you plan to include in your resume you can think about how to best organize your content into sections. Below are common section headings you may include. Some of these may even spark new ideas for content you could include in your resume.

❑ Education (may include scholarships, completed coursework, research, significant academic projects)
❑ Work Experience
❑ Relevant Experience
❑ Related Experience
❑ Leadership Experience
❑ Volunteer Experience
❑ Community Involvement
❑ Research Experience

❑ Skills
❑ Computer/Technical Skills
❑ Trainings/Presentations
❑ Involvement (may include professional associations, student club involvement, volunteer experiences, leadership experiences)
❑ Awards/Honors
❑ Certifications
❑ Clinical Experience
❑ A customized heading (Ex. Marketing Experience)

PART 2: MESSAGE
Tailor your resume to integrate language from the job description

Overview

• Organize bullets with the most important or relevant information first.

• Use keywords from the job description to describe your experiences.

• Start each accomplishment statement or bullet point with an active verb (see next page).

• Emphasize results, skills and accomplishments rather than duties performed.

• Include numbers, percentages and awards if possible.

• Tailor your section headings so they are relevant to the position to which you are applying.

Reflect on your experience to generate powerful statements that will serve as bullet points on your resume:

Identify an experience	What did I do?	How did I do this? What skills did I use?	What (intended) impact did I make?	Craft a powerful statement
Literacy Volunteer	Spent time reading to elementary school children and local school	Volunteered three hours per week during spring quarter, worked with teacher to choose books to read, encouraged students	Children became more interested in reading, assisted teacher with activities, improved reading scores	• Facilitated reading activities for five students which resulted in improving reading score by at least one grade level

Drafting effective bullet points: ANMI+Q Model

When writing powerful statements, be sure to include the following components. The order of components may vary. Be sure to quantify the components whenever you can:

(<u>A</u>CTION VERB + <u>N</u>OUN + <u>M</u>ETHOD + <u>I</u>MPACT) QUANTIFY

Example: • Produced $1000 in daily sales by providing prompt and friendly service to patrons

                              action verb   quantify   impact noun   method

Action Verb List

Begin your bullet points with powerful, skill-based verbs which highlight the skills and accomplishments of your work. *Remember that you can find action words in the job or internship description.*

PROBLEM SOLVING   analyzed, assessed, clarified, evaluated, improved, prioritized, recommended, researched, tested

TEAMWORK   advised, assigned, collaborated, coordinated, counseled, delegated, directed, guided, led, managed, mentored, negotiated, supervised, trained,

CREATIVITY   conceptualized, designed, developed, integrated, invented

DECISION MAKING   approved, critiqued, examined, identified, implemented, negotiated, organized, planned, proposed

CUSTOMER SERVICE   corresponded, improved, mediated, provided, referred, represented, served

PART 3: APPEARANCE & FORMAT   *Showcase your experiences using a clear, readable format*

Most employers will spend 15-30 seconds reading your resume. Remember to:

- ✓ Avoid templates
- ✓ Put the most important information in the top 1/3 of the page
- ✓ Make your resume easy to skim with tailored section headings
- ✓ Balance out text and white space
- ✓ Choose an ADA-friendly, Sans-Serif type of font
- ✓ Keep font sizes legible – between 10 to 12 size