

RÉSUMÉ WRITING

Compiling a résumé can feel like a daunting task. Just like essay writing, résumé creation works well as a process. Before worrying about the format of the résumé and where to place everything in a document, consider beginning by compiling an informal list of past and present work experience and education. Once you have a first draft, look at résumés in the field to which you are applying, since every field has different standards and preferences, but remember that there are no one-size-fits all résumés. The key to constructing a polished, one-page résumé (depending on how long you have been working) is organization tailored to the job for which you are applying.

IDEAS FOR HEADINGS	QUESTIONS TO ASK YOURSELF
OBJECTIVE	What particular position am I seeking? How will my skills be appropriate for this particular position?
EDUCATION	What university did I attend, and what degree(s) have I earned or am I pursuing? In what subject is my degree? If I am still pursuing a degree, what is my expected month and year of graduation?
WORK EXPERIENCE	Where and for how long have I worked? What were my job titles, and what were my tasks?
COMPUTER SKILLS	Am I proficient in any software like Excel, PowerPoint, etc.?
ACCOMPLISHMENTS	Have I won any academic, athletic, teaching, or volunteering awards? Have I been awarded any notable scholarships? Have I earned a high academic GPA? Have I studied abroad?
LINGUISTIC SKILLS	Am I bilingual? Do I have intermediate proficiency in another language?

*For all of these categories, use bullet points with phrases rather than complete sentences. Action verbs, such as *communicated*, *completed*, *produced*, etc., help to convey your participation.

*This list of headings is not exhaustive. The idea is to create headings that allow you to categorize and demonstrate your most relevant qualifications and experiences.

TIPS

DETAILS: Are my name, home address, email address, and phone number listed at the top of the page?

TARGET YOUR RÉSUMÉ: Have I tailored my résumé to appeal to a particular employer/opportunity? Consider using the same words and headings listed in the job add, especially since some employers use a computer to search for key words in a stack of digital résumés.

CHECK FOR TYPOS: Have I used the correct tense throughout? Are all my formatting style choices consistent? (i.e.: Have I chosen the same font and style for all dates?)

CLICHÉS: Have I avoided cliché language, such as “team player” and “multi-tasker,” to describe myself?

VISUAL ORGANIZATION: Is there plenty of white space on the résumé so that it doesn’t look crowded?

ACTION VERBS

When describing your experiences on your resume, you will not use complete sentences. Instead, you will provide bulleted lists, and each bullet point will begin with an action verb. The following list is intended to help you add variety to your verb choices.

Accepted	Coordinated	Experienced	Made	Recognized
Achieved	Correlated	Experimented	Maintained	Recommended
Adapted	Counseled	Explained	Managed	Reconciled
Adjusted	Created		Mapped	Recorded
Administered	Critiqued	Facilitated	Measured	Recruited
Advised		Financed	Mediated	Reorganized
Allocated	Decorated	Formed	Modeled	Reported
Analyzed	Defined	Formulated	Moderated	Researched
Appraised	Delegated	Founded	Monitored	Retrieved
Approved	Demonstrated		Motivated	Reviewed
Arranged	Designed	Generated		Revised
Assembled	Detailed	Governed	Navigated	
Assessed	Determined	Grouped	Negotiated	Scheduled
Assigned	Developed	Guided	Nominated	Screened
Assisted	Devised			Served
	Diagnosed	Handled	Observed	Set forth
Balanced	Digitized	Headed	Operated	Shaped
Budgeted	Directed		Ordered	Simplified
Built	Discovered	Implemented	Organized	Solved
	Displayed	Improved	Originated	Sorted
Calculated	Dissected	Improvised	Overcame	Sparked
Catalogued	Distributed	Increased		Strengthened
Checked	Drafted	Indexed	Participated	Supervise
Clarified		Informed	Performed	Supplemented
Classified	Earned	Initiated	Persuaded	Systematized
Collected	Edited	Innovated	Pioneered	
Communicated	Effected	Inspected	Planned	Trained
Compared	Empowered	Inspired	Predicted	Transcribed
Compiled	Encouraged	Installed	Prepared	Transformed
Composed	Enforced	Integrated	Presented	Translated
Computed	Engineered	Interpolated	Presided	
Conceived	Enlarged	Interviewed	Prioritized	Unified
Conducted	Enlightened	Investigated	Produced	Utilized
Confronted	Enlisted		Programmed	
Constructed	Established	Justified	Promoted	Valuated
Consulted	Estimated		Protected	Validated
Contracted	Evaluated	Keynoted	Provided	Verified
Controlled	Examined			
Converted	Executed	Led	Quantified	Weighed
Conveyed	Expanded	Logged	Questioned	Wrote

OTHER RESOURCES

WritingCommons.org has a number of resources dedicated to résumé writing:

<http://writingcommons.org/open-text/genres/business-professional-writing/business-writing-in-action/resume/1089-writing-the-conventional-resume>

Purdue's Online Writing Lab (OWL) has an in-depth look at résumé design:

<http://owl.english.purdue.edu/owl/resource/631/01/>

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