



# Creating an Effective Résumé

## Résumé Worksheet

Complete this Résumé Worksheet before you start creating your résumé. If you do have a résumé, it is recommended you review this form and see if you have all the information on your current résumé. This form will help you assemble and build an excellent final résumé.

### Education

**Basic Information:** List your educational background.

High School	City / State / Country	Degree/ GPA
Technical School	City/State/Country	Program
College	City/State/Country	

**Relevant Coursework** (Optional): List courses that are related to the field and highlight specific skills and knowledge. Keep the list short, no more than 6-8 courses. Depending on the number of courses you can separate them by commas.

**Class Projects** (Optional): List the projects relevant to your chosen field emphasizing, in addition to project specific skills, teamwork and leadership skills.

Project Name	Project Duties	Skills used
Project Name	Project Duties	Skills Used

## Work Experience

List the most recent and relevant work experience in reverse chronological order. Emphasize your responsibilities and skills used / developed. Be as specific as possible.

### Job #1

Job Title	Company	City-State / Country	Dates (mo/year)
<b>Responsibilities</b>		<b>Skills</b>	

### Job #2

Job Title	Company	City-State / Country	Dates (mo/year)
<b>Responsibilities</b>		<b>Skills</b>	

### Job #3

Job Title	Company	City-State / Country	Dates (mo/year)
<b>Responsibilities</b>		<b>Skills</b>	

**Computer / Technical Skills / Languages:** List all computer skills including hardware, software and programming skills. Also list any non-English languages you have learned.

Hardware	Software	Programming	Languages

**Achievements and Activities:** List all (includes personal) accomplishments like academic awards and honors, memberships, volunteer activities.

<b>Your Title</b>	<b>Organization Name</b>	<b>City- State / Country</b>	<b>Dates</b>



## Action Verbs

### Planned

Devised	developed	examined	discovered	evaluated	designed
Organized	investigated	appraised	estimated	planned	analyzed
Studied	measured	solved	created	produced	originated
Interpreted	determined				

### Directed

Operated	managed	guided	supervised	governed	commanded
Controlled	regulated	directed	prescribed	designated	coordinated
Adapted	eliminated	transferred	maintained	administered	authorized
Vetoed	removed				

### Executed

Motivated	encouraged	utilized	employed	rectified	administered
Restored	repaired	reorganized	improved	approved	observed
Demonstrated	disclosed	published	notified	produced	created
Built	formulated	increased	expanded	extended	supplemented
Augmented	condensed	curtailed	reduced	minimized	converted
Exchanged	replaced	conceived	strengthened	authored	activated
Unified	combined	consolidated	merged	updated	modernized
Altered	transformed	modified	balanced	established	inventoried
Surpassed	simplified	computed	estimated	classified	terminated
Initiated	introduced	economized	obtained	procured	collected
Assumed	attached	exchanged	invested	sponsored	expedited
Attained	executed	achieved	dispatched		

### Serviced

Disclosed	informed	communicated	taught	instructed	educated
Guided	trained	lectured	endorsed	guaranteed	accommodated
Aided	assisted				

### Advised

Conferred	consulted	publicized	notified	advised	reported
Advertised	informed	demonstrated	displayed	exhibited	illustrated
Advocated	counseled	acquainted	recommended	suggested	familiarized



## WHAT SHOULD I INCLUDE IN MY RÉSUMÉ?

There are no hard and fast rules to writing a résumé. Basically an effective résumé should reflect:

1. Your uniqueness as an individual.
2. The factual information in your résumé should support the qualifications for the position you seek.

The general categories are:

1. **Identification** – Name, permanent address, phone, email
2. **Objective / Summary of Qualifications**
  - a. The general level of the job you feel qualified for
  - b. The ability you can offer  
(or)
  - c. List the skills and knowledge that describes you
3. **Education**
  - a. Highest level of education – name of schools, location, degree, dates
  - b. Second highest degree – name of school / college, location, degree, datesTo both the above mention additional studies / projects directly related to the job you are applying.
4. **Experience**
  - a. List in reverse chronological order
  - b. State your title, name of company, location and start and end dates (month/year)
  - c. State any accomplishments achieved
5. **Professional Experience/Internships**
6. **Professional Certifications (if applicable)**
7. **Voluntary Activities**
8. **References**  
Furnished upon request

**Tip:** Always list career related work experience and other work experience in separate paragraphs.



## **Résumé Tips**

### **Appearance**

- Name largest text on the page at 12 - 14 font size and 10-12 font size for other text
- Easy to read and well organized
- Professional quality paper
- Use conservative font such as Times New Roman or Arial
- Use boldface to highlight specific areas, be consistent in bolding
- Avoid underlining and Italicizing
- Limit to 1 page

### **For Your Information**

- Boldface your degrees
- State you GPA if is above 3.5
- Be aware of past / present tenses and ensure consistency
- If using chronological format, information should be in reverse chronological order

### **Things to avoid**

- Using the word "I"
- Long-winded, wordy sentences
- Hand written corrections or additions
- Using abbreviations or unfamiliar jargon
- A photograph
- Personal data (age, marital status, gender etc.)
- Political or religious affiliations

### **Résumé Expectations**

- Clear and concise
- Accomplishment focused
- One – two pages maximum
- No personal information
- Honesty