The Basics of Resume Writing

The secret to writing an effective resume is, there is no secret. There is no single correct method. There is no one style or format. Use the style which best presents you.

Guidelines

- Keep a 1-½ inch margin on all sides
- Use between 10 & 12 font type size
- Use basic font (Arial, Verdana, Calibri, Times New Roman)
- Do not title "Resume"
- Limit to one page (entry-level applicants), if possible
- CAPITALIZE each section heading
- Use phrases not complete sentences
- Use action verbs (Present and past tense) – see page 3
- List education and work experience entries in chronological order with the most recent listed first
- Limit use abbreviations
- Correct all spelling errors
- Be consistent in format

COMMON HEADINGS

The headings you choose for your resume are based on the following information you provide about yourself:

Skills	Objectives
Education	Achievements
Training	Honors
Related Experience	Awards
Certifications	Experience
Qualifications	Professional Qualifications
Highlights	Professional Experiences
Presentations	Professional Organizations
Community Service	Volunteer Experience
Publications	Military Experience
Related Courses	Campus Activities
Specialized Training	Specialized Classes
Affiliations	Course Work
Computer Skills	Committees

ACTION VERBS

Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA.

Management Skills
administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills
addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated

influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills
clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills
assembled
built
calculated
computed
designed

devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching Skills
adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated

Financial Skills
administered
allocated
analyzed
appraised
audited
balanced

budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

Creative Skills
acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills
assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated

expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Clerical or Detail Skills
approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Office of Career Services
Resume Rubric*

Name: _____ A # _____

Email: _____ Date: _____

Evaluator: _____

Please check (✓) a rating in each row and provide comments with suggested improvements.

	Excellent	Above Average	Needs Improvement	Evaluation Comment
Format/ Appearance	o Appropriate length for field / level of experience o Fills the page, but not overcrowded o Consistent font / spacing o Consistent and effective use of bold/ italics / underlining o Section titles clearly listed and easy to find	o Appropriate length for field / level of experience o Fills the page o Somewhat consistent font / spacing o Some use of bold / italics/ underlining o Section titles listed	o Inappropriate length for field / level of experience o Difficult to read / visually distracting o Font / spacing inconsistent o Ineffective or no use of bold / italics / underlining o Section titles not listed / difficult to find	
Organization	o Name and contact info clearly listed at top o Titles, organizations, dates and/or locations listed consistently o Sections ordered in terms of importance o Section titles highlight relevant skills / experiences o Experiences in reverse chronological order in sections	o Name listed, missing some contact info o Titles, organizations, dates and /or locations listed somewhat consistently o Section ordering sufficient o Section titles sufficient o Experiences somewhat in reverse chronological order in each section	o Name and contact info unclear o Inconsistent listing of titles, organizations, dates and /or locations o Ineffective ordering of sections o Section titles do not highlight skills / experiences o Experiences not in reverse chronological order in each section	
Content	o Uses a variety of strong action verbs o Lists degree and grad date o Outcome / accomplishment oriented o No spelling / grammar errors o Descriptions are concise and descriptive o Keywords / skills targeted for the position	o Some use of action verbs o Missing either degree or graduation date o Some outcomes / accomplishments o No spelling / grammar errors o Descriptions somewhat concise and descriptive o Keywords / skills somewhat targeted for the position	o Ineffective use of action verbs o Does not list degree and grad date o No outcomes / accomplishments listed o Spelling / grammar errors o Descriptions not concise and /or descriptive o Keywords / skills not targeted for the position	
Overall	Overall, meets most of the criteria of an excellent resume	Overall, falls between an excellent resume and one that needs improvement	Overall, does not meet the criteria of an average or excellent resume	

*To be used for U.S. Resumes.