

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	influenced	devised	budgeted	expedited
administered	interpreted	engineered	calculated	facilitated
analyzed	lectured	fabricated	computed	familiarized
assigned	mediated	maintained	developed	guided
attained	moderated	operated	forecast	referred
chaired	motivated	overhauled	managed	rehabilitated
contracted	negotiated	programmed	marketed	represented
consolidated	persuaded	remodeled	planned	
coordinated	promoted	repaired	projected	Clerical or Detail Skills
delegated	publicized	solved	researched	approved
developed	reconciled	trained		arranged
directed	recruited	upgraded	Creative Skills	catalogued
evaluated	spoke		acted	classified
executed	translated	Teaching Skills	conceptualized	collected
improved	wrote	adapted	created	compiled
increased		advised	designed	dispatched
organized	Research Skills	clarified	developed	executed
oversaw	clarified	coached	directed	generated
planned	collected	communicated	established	implemented
prioritized	critiqued	coordinated	fashioned	inspected
produced	diagnosed	developed	founded	monitored
recommended	evaluated	enabled	illustrated	operated
reviewed	examined	encouraged	instituted	organized
scheduled	extracted	evaluated	integrated	prepared
strengthened	identified	explained	introduced	processed
supervised	inspected	facilitated	invented	purchased
	interpreted	guided	originated	recorded
Communication Skills	interviewed	informed	performed	retrieved
addressed	investigated	initiated	planned	screened
arbitrated	organized	instructed	revitalized	specified
arranged	reviewed	persuaded	shaped	systematized
authored	summarized	set goals		tabulated
corresponded	surveyed	stimulated	Helping Skills	validated
developed	systematized		assessed	
directed		Financial Skills	assisted	
drafted	Technical Skills	administered	clarified	
edited	assembled	allocated	coached	
enlisted	built	analyzed	counseled	
formulated	calculated	appraised	demonstrated	
	computed	audited	diagnosed	
	designed	balanced	educated	