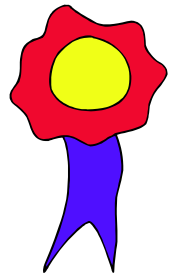


# RESUME HINTS



## TO START:

1. Use as a marketing tool and personal advertisement to catch employer's attention.
2. No two resumes should be the same so applicants need to write the resume themselves.
3. Choose a chronological (education and experience is arranged listing most recent first), functional (experience is arranged according to areas of skill), or combination resume.
4. Omit personal information such as health, marital status, height, weight, and birthdate.
5. Make use of *italics*, **boldface**, and underlining, but don't overdo it.
6. In most cases, do not include artwork on a resume – keep it simple and professional.
7. Be consistent throughout the resume.
8. Start with 1" margins (but can be adjusted) and keep resume to one page, or maximum of two if having been in the work force for a while. If two pages, include name on second page.
9. Print on one side of high-quality, 8 1/2" x 11" paper.
10. Best colors are white, off-white, or light gray.
11. Use black ink in Times New Roman or Arial font; use font size no bigger than 12pt (unless for name or headings), and no smaller than 10pt.
12. Proofread for typos and grammatical errors. Have two other people proof resume.
13. Never make corrections by hand.
14. Never mail resume without a cover letter.
15. Do not attach letters of recommendation, transcripts, certificates, references, or pictures.
16. The appearance of the resume should look like the applicant is worth the money the company is going to pay them!

## HEADER:

1. The header should include name, address, telephone number, and email address.
2. Do not include the word "Resume" at the top of the resume.
3. Do not list the date of last revision or current date on resume.

## PROFESSIONAL PROFILE:

1. Include a professional profile that is specific. Make sure this is appropriate for the position.
2. Gear professional profile toward what applicant can do for company, not what company can do for applicant.

## EDUCATION:

1. High school information is unnecessary for a college student.
2. List institution's name, city, state, degree/program name, and dates of attendance.
3. List courses relevant to the major or relevant to the career objective.
4. Include awards from college or previous involvement in professional organizations.
5. Education should precede work experience for recent graduates.
6. Do not list a GPA below 3.5.
7. Know the official name of award obtaining and the official name of the program.

## WORK EXPERIENCE:

1. The work experience should include company name, city, state, dates of employment, job title, and duties.
2. List any volunteer work, co-ops, internships, and part-time employment while in school.
3. Use action verbs to describe responsibilities (for example: managed, organized, processed).
4. Skills and experience should try to tie into the career objective.
5. Long paragraphs are difficult to read. A job description should be six lines or less. Or use bullets.
6. Use concise phrases without pronouns such as *I* or *my*.
7. Use specific examples where results are shown, such as: reductions, increases, profits.
8. Do not include supervisor names, telephone numbers, street addresses, zip codes, salary, or reasons for leaving.
9. Downplay gaps in work history. State if job was temporary or summer employment.

## OTHER CATEGORIES:

1. There are numerous other headings that can be included: Clubs/Organizations, Summary of Skills, Honors/Awards, Accomplishments, Certifications, Military Experience, Community Service, Volunteer Work.

## REFERENCES:

1. Include reference information on a separate page.
2. Use same heading as on resume.
3. Use same paper that resume and cover letter is on.
4. Ask references for permission first. Give them a copy of resume.

## FOLLOW UP:

1. Follow up with the company 5-7 days after mailing resume.
2. One to two phone calls is fine but do not "bug" the employer with excessive telephone calls.
3. Keep a log of where resume was sent, to whom, when, and dates of follow-up.



## ACTION WORD LIST

*For use in identifying skills on the resume/cover letter.*

accelerated  
accomplished  
achieved  
acted  
adapted  
administered  
adjusted  
advised  
allocated  
amended  
analyzed  
applied  
appointed  
appraised  
approved  
arbitrated  
arranged  
assembled  
assigned  
assisted  
attained  
audited  
averted  
balanced  
billed  
blasted  
bound  
briefed  
budgeted  
built  
calculated  
cared for  
carried out  
cataloged  
charted  
certified  
clarified  
cleaned  
coached  
collected  
communicated  
compiled  
completed  
composed  
computed  
conceived  
concluded  
conducted  
constructed  
consulted  
contracted  
controlled  
convinced  
cooked  
coordinated  
counseled  
created  
cultivated  
decentralized

decided  
defined  
delegated  
delivered  
demonstrated  
derived  
designed  
detected  
determined  
developed  
devised  
diagnosed  
directed  
discovered  
dispensed  
doubled  
drafted  
drew up  
drilled  
edited  
eliminated  
enabled  
enforced  
engaged  
engineered  
entertained  
established  
evaluated  
executed  
exhibited  
expanded  
expedited  
facilitated  
farmed  
fashioned  
filed  
formed  
formulated  
founded  
gathered  
generated  
guided  
handled  
headed  
identified  
illustrated  
implemented  
improved  
increased  
influenced  
initiated  
innovated  
installed  
instituted  
instructed  
interpreted  
interviewed  
introduced  
invented

investigated  
judged  
justified  
kept  
launched  
lectured  
led  
maintained  
managed  
marketed  
maximized  
measured  
mediated  
modernized  
modified  
monitored  
motivated  
negotiated  
notified  
obtained  
observed  
opened  
operated  
ordered  
organized  
oversaw  
packaged  
packed  
participated  
perceived  
performed  
pinpointed  
pioneered  
planned  
prepared  
presented  
processed  
procured  
produced  
programmed  
projected  
promoted  
proposed  
proved  
provided  
publicized  
published  
punched  
purchased  
raised  
received  
recommended  
recorded  
recruited  
reduced  
referred  
regulated  
reinforced  
renegotiated

reorganized  
repaired  
represented  
reported  
researched  
resolved  
responded  
restored  
routed  
revamped  
reviewed  
revised  
revitalized  
scheduled  
screened  
selected  
served  
serviced  
set criteria  
set up  
shipped  
simplified  
sold  
solved  
specified  
staffed  
standardized  
streamlined  
strengthened  
structured  
studied  
succeeded  
summarized  
supervised  
supported  
surveyed  
synthesized  
taught  
teamed with  
tested  
traded  
trained  
translated  
traveled  
trimmed  
tripled  
tuned  
tutored  
typed  
uncovered  
undertook  
unified  
updated  
upgraded  
used  
utilized  
verified  
worked  
wrote