

Resume Writing Guide

Purpose

A resume is a tool used to market yourself to employers. The main goal of a resume is to attract the attention of recruiters enough to earn you an interview.

Resume and CV

There are distinct differences between a CV (curriculum vitae) and resume. In countries outside the U.S., the term CV is used to mean the same as resume. See the *CPD CV Writing Guide* for more information.

CV	Resume
Roles in academia, scientific research, and medical fields	Job searches in non -academic, -research, and -medical fields
No length requirement	One page document
Comprehensive overview and detailed description of academic and research experiences	Tailored to the specific job you are applying to

Effective Resume Writing

Your resume should clearly and concisely present your education, skills, accomplishments, and experiences as they relate to opportunities of interest. Here are some tips to remember when beginning your resume writing process:

- A resume requires numerous drafts and revisions before it is ready for an employer to view.
- If you have varied interests and want to apply to different opportunities, it is highly recommended that you develop more than one version of your resume.

Skills and Experiences

When beginning your resume, remember that a resume is not a long list of everything you have done. Instead, a resume is a clear, concise presentation of your experiences and skills.

Effective resumes are readable and visually appealing. Direct the reader by using spaces, bullet points, italics, etc. to emphasize important content. Use bulleted, action-oriented phrases that are descriptive, concise, and avoid extraneous details.

Resume Sections

1. Identifying Information

This section makes it easy for an employer to reach you. Include your name, email, phone number, and LinkedIn URL. It is not necessary to include a street address.

2. Education

Begin with your most recent educational experience, include degree (double majors do not receive two degrees but choose between the two), majors and minors, graduation date, and location. If supportive of your goal, include sub-categories, such as:

• Relevant coursework	• GPA (if higher than 3.0)
• Honors/awards (scholarships, Dean's list, etc.)	• Study Abroad

3. Experiences

Include relevant full-time and part-time jobs, internships, and significant extracurricular and volunteer experiences in this section, or similar sections. Consider dividing the entire section into sub-sections, such as Related Experience, Leadership Experience, Research Experience, etc. When listing the experience, order the introductory content as organization, title, location, dates. Additional tips:

- List experiences in reverse chronological order.
- Include concise descriptions of responsibilities in the experience with varied verbiage and sentence structure.
- Use action verbs (see bottom of the page) and numbers in descriptions.
- Utilize the PAR principle to describe your experience: Use an ACTION VERB to start the statement, describe the PROJECT, and tell the reader the RESULT of your action on the project.
- Quantify results when possible.
- Use action verbs to begin your descriptions, ensuring they concisely illustrate the tasks at hand. Quantify tasks to illustrate the weight of your work. For example, if you were working on a political campaign and made phone calls during your shift, write “called 30 registered voters a day.”

4. Skills

Choose skills related to or transferrable to your desired position. Also consider stating your ability level in those skills (i.e. basic, proficient, fluent). Include language, lab, and technical skills.

5. Activities and Athletics

Include your involvement in student organizations, athletics, community service, and leadership positions. These will strengthen your resume and display outside interests.

6. Other Categories: Certifications, Professional Memberships, Publications, and Presentations

Action Verb List

Communication	Research	Technical		Creative	Helping
Addressed	Collected	Assembled	Explained	Acted	Assessed
Arranged	Critiqued	Calculated	Facilitated	Conceptualized	Assisted
Authored	Diagnosed	Computed	Informed	Created	Counseled
Collaborated	Evaluated	Designed	Instructed	Customized	Demonstrated
Corresponded	Examined	Engineered	Lectured	Designed	Diagnosed
Developed	Extracted	Fabricated	Persuaded	Developed	Educated
Directed	Identified	Maintained	Stimulated	Directed	Facilitated
Formulated	Inspected	Operated	Taught	Established	Familiarized
Influenced	Interpreted	Pinpointed	Financial	Fashioned	Guided
Interpreted	Interviewed	Programmed	Administered	Illustrated	Participated
Mediated	Investigated	Remodeled	Allocated	Instituted	Provided
Moderated	Inspired	Repaired	Analyzed	Integrated	Rehabilitated
Persuaded	Organized	Solved	Appraised	Performed	Represented
Promoted	Reviewed		Audited	Planned	Supported
Proposed	Summarized	Teaching	Budgeted	Revised	Trained
Publicized	Surveyed	Adapted	Calculated	Revitalized	
Reconciled	Systemized	Coached	Computed	Shaped	
Recruited		Communicated	Managed	Streamlined	
Translated		Conducted	Planned	Structured	
		Coordinated	Researched	Tabulated	
		Developed		Validated	
		Enabled			
		Encouraged			
		Evaluated			

NAME

youremail@ursinus.edu

XXX-XXX-XXXX

Collegeville, PA 19426

www.linkedin.com/in/profilename

EDUCATION

Ursinus College

Bachelor of ? in, Major in ?

GPA:

Honors/Awards: List honors or awards here; separate by semi-colons

Relevant coursework: Course Title; Course Title; Course Title; Course Title

TIP: List courses by title, omitting the number associated with the course

Collegeville, PA

Date

TIP: Include GPA if 3.00 or above. If including

College or university study abroad

Location

Date

High School Name

GPA, Rank, SATS, Awards

TIP: Ensure all dates are aligned. To align dates on the far right of the page, use tabs and spaces

Location

Date

EXPERIENCE

Company Name

Internship or Part-time Job title

- List experience in reverse chronological order; start with most recent
- Begin each bullet with strong action verb; [access useful list on UC website](#)
- Incorporate quantifying detail to give scope and scale to your experience (e.g., Collaborated with team of 6 to investigate...)
- Lend more detailed accounts to most recent entries on your resume and summarized versions of experiences prior to that
- Increase "skimmability" by using formatting like italics and bold print

TIP: If you have significant related experience, create a targeted resume

Location

Date

Company Name

Internship or Part-time Job title

- Communicate your experience in concise and organized format to maximize qualifications for recruiter who may only spend seconds *initially* scanning your resume
- Use keywords from job description throughout resume to tailor it to that specific job
- Limit your resume to 1 page
- Include punctuation in bullet points or leave it out – both ways are correct, just be consistent

Location

Date

TIP: Use this shortened organization, location, title format if you need to save space

LEADERSHIP EXPERIENCE AND ACTIVITIES

TIP: Title this section based on the content you include. You could also call this EXTRACURRICULAR ACTIVITIES or SERVICE EXPERIENCE. See samples for guidance

Organization Name, Ursinus College

Position/Title

- Highlight involvement in extracurricular and leadership activities as employers look for well-rounded candidates
- Indicate your level of responsibility in leadership positions and quantify your results or outcomes when possible

Date

Organization Name, Ursinus College

Position/Title

- Clarify if you've been involved in 1 or more activities for several years or have assumed greater levels of responsibility as part of organization – select only most interesting or impressive activities to include as space is limited
- Save space by decreasing font size to 10pt (but no smaller than that); margins can be ½ inch on all sides

Date

ADDITIONAL INFORMATION

TIP: Avoid including technology that is fairly generic (e.g., MS Word) and try to include what would be applicable to job

Technical: Include technical skills that enhance your prospects for employment; separate the skills using semi-colons

Language: List any languages you may speak along with your proficiency level (e.g., beginner, proficient, fluent)

Interests (optional, but recommended): Add interests to show a bit of your personality; be sure to know your audience and use interesting detail (e.g., Passion for cooking vegetarian cuisine, and reading mystery novels)

BARBARA BOCKBURN

babrockburn@ursinus.edu

215-598-9876

Philadelphia, PA 19104

linkedin.com/in/bbockburn

EDUCATION

Ursinus College

Bachelor of Arts, International Relations & Politics

Minor: Japanese

Study Abroad: Ursinus in Paris, Paris, France

Collegeville, PA

May 20xx

Fall 20xx

- Participated in a rigorous academic and intensive language program with emphasis on French literature, art and culture

Honors: Presidential Scholarship; Dean's List (20xx)

Relevant Coursework: International Trade Theory and Policy, Contemporary Global Economic Issues, International Politics, U.S. Foreign Policy, Accounting, and Public Speaking: Speech and Criticism in a Democratic Society

INTERNATIONAL & RELATED EXPERIENCE

United States Department of State

Intern

US Embassy: Cotonou, Benin

Summer 20xx

- Assisted with daily duties in Consular and Management sections of US Embassy, West Africa. Interacted one-on-one with refugees and aid workers to create a report on "trafficking in persons"
- Updated American citizen services emergency system to comply with regulatory changes
- Visited AIDS refugee hospital construction project to gather data for marketing materials
- Assisted with the creation of official Embassy website

Institute for Student Success, Ursinus College

Tutor

Collegeville, PA

Sept 20xx – May 20xx

- Tutored English as a Second Language (ESL) for international students
- Met weekly and practiced conversation skills while teaching basic US History and Politics

Center for International Programs, Ursinus College

Peer Advisor

Collegeville, PA

August 20xx

- Volunteered to assist international students adapt to U.S. culture and learn about US history, culture, college life and customs

LEADERSHIP EXPERIENCE

Office of Student Affairs, Ursinus College

Resident Assistant

Collegeville, PA

September 20xx—Present

- Provide academic, emotional, and social support for 35 resident students
- Serve as a liaison between peers and administration, and work to create a safe and productive living environment
- Foster community development among residents through programming efforts

Smithville Community Youth Group

Group Leader

Smithville, PA

Summer 20xx—20xx

- Developed, coordinated, and facilitated educational and recreational activities for a group of 50 culturally diverse children
- Trained in diversity issues, conflict resolution, and successful activity planning

ADDITIONAL INFORMATION

Language: Proficient in spoken and written French; Beginner level spoken and written modern Arabic

Computer: Microsoft Word, Excel, Access, Outlook and Minitab

Interests: Intramural basketball; Foreign films

CARYN JOHNSON

cjohnson@ursinus.edu

215-333-2222

Collegeville, PA 19426

[linkedin.com/in/carynjohnson](https://www.linkedin.com/in/carynjohnson)

EDUCATION

Ursinus College

Bachelor of Arts in Business and Economics; Math Minor

GPA: 4.0/4.0

Honors: Dean's List; Phi Beta Kappa

Relevant Coursework: Macroeconomics, Business Analytics,

Collegeville, PA

May 20xx

ATHLETICS

Ursinus College Women's Lacrosse

August 20xx - Present

- Balanced demanding academic schedule while dedicating over 30+ hours a week to athletic games, practices, training and travel
- Consistently met goals for personal and team achievement
- Faced adversity with sports injury by dedicating over 80 hours to physical therapy and training in the off season to return the following year in starting position
- Elected by teammates to be captain and worked closely with coaching staff to communicate team goals and establish strong team culture
- Mentored incoming class of teammates on adapting to campus life by providing guidance and support throughout their first year

EXPERIENCE

Touchstone, IS&GS

Valley Forge, PA

Cost Accounting Intern

Summer 20xx

- Analyzed unbilled balances of four general ledger accounts resulting in balance sheet cleanup and write-offs of aged items
- Created three automated Excel templates to validate retro rates saving analysts five hours of manual calculations
- Identified 210 potentially inactive accounts in MARS and AssureNET; 100 of which were made inactive, saving reconcilers time and preventing transactions from accidentally hitting these accounts
- Proposed new monthly account reconciliation schedule, consolidating the process from 25 to 20 days to avoid aged items

Ursinus College Office of Admissions

Collegeville, PA

Senior Admission Fellow

20xx – Present

- Interviewed high school students interested in potentially attending Ursinus College
- Promoted Ursinus during educational information sessions with students and families
- Read applications and made enrollment suggestions

LEADERSHIP

Member, Women's Lacrosse Team Leadership Committee, Ursinus College, 20xx-20xx

Representative, Student Athletic Advisory Committee, Ursinus College, 20xx

SKILLS

Languages: Basic Spanish

Technical: Python, MATLAB

JOSEPH STROCK

Collegeville, PA 19426

jstrock@ursinus.edu
215-333-2222

linkedin.com/in/jstrock

EDUCATION

Ursinus College

Bachelor of Science, Chemistry Major

GPA: 3.8/4.0

Honors: Dean's List ; The American Chemical Society Award, Recipient, 20xx

Relevant Coursework: Organic Chemistry, Advanced Analytical Chemistry, Molecular Neurobiology, Biochemistry

Collegeville, PA

May 20xx

RESEARCH EXPERIENCE

Ursinus College, Chemistry Department

Research Assistant

- Researched synthesis and analysis of bioorganic chemicals
- Improved average yields by 150%
- Awarded competitive research grant

Collegeville, PA

20xx – Present

Ursinus College, Chemistry Department

Summer Research Fellow

- Investigated polyelectrolyte polymer/dye interactions using molecular UV/Vis absorption and Fluorescence Spectroscopies
- Formulated hypotheses and analyzed data
- Presented results at summer Student Conference of the American Chemical Society

Collegeville, PA

20xx – 20xx

ACME, Inc

Research Intern

- Conducted coatings and resins research and development
- Developed scratch-resistant chemical coatings
- Collaborated with a team of five scientists and interns

Canton, OH

20xx – 20xx

LEADERSHIP EXPERIENCE

The Bonner Leaders Program, Ursinus College

Bonner Leader

- Selected as one of 23 students from a class of 435
- Participated in an intensive, four-day leadership and problem solving training program
- Instructed a course involving planning, recruitment, evaluation, and execution of comprehensive Scholastic Aptitude Test preparation courses at Norristown High School.

Collegeville, PA

20xx – Present

Ursinus College, Office of Student Affairs

Resident Assistant

- Problem-solved campus issues with other resident advisors and supervisors in a team-oriented environment
- Advised thirty residents on personal, social, and academic issues
- Developed and planned programs to foster community spirit and awareness

Collegeville, PA

20xx – 20xx

ADDITIONAL INFORMATION

Laboratory Skills: Synthesis: organic, organometallic, inorganic, and polymer compounds. Purification: column chromatography, distillation, sublimation, extraction. Instruments: GC/MS, NMR, IR, UV/Vis, EPR

Professional Affiliations: American Chemical Society, Student Affiliate, 20xx-20xx

Volunteer: Habitat for Humanity, 20xx-20xx

Interests: Table Tennis Team, Ursinus College Member; Acoustic guitar

RESUME WRITING CHECKLIST

FORMAT

- Use bullet points for ease of reading.
- Select a clear, easy to read font (Arial or Calibri) that is at least 10pt. & at least .5" margins.
- Your first section is "Education".
- Be consistent with text alignment, spacing, month abbreviations and dash (-) size.

STYLE AND STRUCTURE

- Include cities and states (use two letter state abbreviations) for each experience in all sections and format them consistently.
- All phrases begin with high impact, positive, precise action verbs.
- All experiences have dates – including months or seasons – and are formatted consistently.
- Include phone number, email, and LinkedIn URL. Ensure email address is professional.

EDUCATION

- Include your degree, major, and minor (if applicable). For example:
Bachelor of Arts Degree; Biology Major; Psychology Minor
- Add relevant coursework including up to five of the most relevant, highest level courses.
- Include GPA, if above 3.0, as it appears on your current transcript.

EXPERIENCE

- List your experience/employment history in reverse chronological order.
- Highlight key responsibilities and accomplishments.
- Back up your achievements with figures, percentages, and data where possible.

SKILLS

- Include a section for skills with sub-headers for lab, technical, language, and other categories.

KEYWORDS

- Many employers use software to scan resumes. Include key words from the job description, industry, and company to ensure yours passes the screening process. See the *CPD Resume Guide* for common keywords.

PROOFREAD

- Ask CPD, friends, and family to read your resume to ensure everything is 100% correct.

Handshake

Join Handshake Today!

ursinus.joinhandshake.com

Why Use Handshake?

- Jobs & Internships for every student
- Recruiters want to talk to you
- Store resumes and cover letters
- Explore organizations and make connections
- Register for career fairs, webinars, and other events
- Find volunteer opportunities
- Additional online career resources

Join today and get recruited by the top employers for full-time, part-time jobs and internships – no experience required.



Hours: Monday-Friday, 9 a.m. to 5 p.m.

Ph: 610-409-3599

F: 610-409-3631

Career@ursinus.edu

www.ursinus.edu/career

Office located on the first floor of Bomberger Hall, Suite 110