

# Writing Resumes

*There is no right way to write a resume.*



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## The Resume is . . .

- ✓ an advertisement
- ✓ an individually designed document
- ✓ a highlight of your background
- ✓ used by employers as a screening device
- ✓ just ONE piece of the job search process

## What's on Your Resume?

- ✓ **Identifying Information:** Includes name, address (permanent and temporary), telephone, and e-mail. *Tip: Be sure you make your name stand out!*
- ✓ **Objective:** Short, specific statement that includes position, industry, and relevant skills.
- ✓ **Education:** In reverse-chronological order, this section includes the schools you have attended, dates of graduation or dates of attendance, as well as degrees sought or completed. Other information that might be included: related coursework, scholarships and honors, percentage of college expenses earned by you, and special projects (e.g. research projects, teaching).
- ✓ **Experience:** This section includes not only paid positions, but also significant volunteer, extracurricular, or field experiences. Names and locations of employers and years of employment should be included. Descriptions should detail the level of responsibility and breadth of exposure. Be sure to stress any accomplishment or unique contribution you made. Possible headings: Related, Leadership, or Volunteer Experience, Activities, Interests, and Qualifications. *Tip: Make sure to put all of your experiences in reverse-chronological order!*

**Focus: What do you want employers to notice first?**

## Language

Resume language should be succinct and expressive. Make the reader pay attention by using action verbs that convey measurable accomplishments and problem-solving skills.

- ✓ Use the minimum number of words necessary to convey meaning.
- ✓ Use precise action verbs to describe accomplishments and responsibilities.
- ✓ Avoid personal pronouns, but write in the first person.
- ✓ Leave out articles: a, an, the
- ✓ Use short sentences or phrases.
- ✓ Use parallel grammatical structures and consistent verb tenses.

### ***Does your resume:***

- ✓ include only relevant information?
- ✓ use action verbs?
- ✓ stress skills and accomplishments over duties?
- ✓ make qualifications evident?
- ✓ include specific info: figures, dates, numbers?
- ✓ support your purpose/objective?

## Proofread, Proofread, Proofread!

- ✓ As a general rule, one page is the recommended length. This may vary if you have extensive experience.
- ✓ Use sans serif fonts, (fonts without serifs) such as Helvetica, Bookman, Arial and Times.
- ✓ Use a font size of 10 to 14 points.
- ✓ Avoid script and underlining; boldface and italics is generally acceptable.

### **Evaluate Appearance**

- attractive layout?
- white space?
- font size readable?
- important items stand out through spacing and/or highlighting?
- consistent placement of information (e.g. dates)?
- headings highlighted?
- style appropriate?
- length appropriate?

## Cover Letters/References

When e-mailing or mailing your resume *always* include a cover letter to explain why you are sending the resume. For more information on how to write a cover letter and other types of correspondence, see the UCS handout *Cover Letters and Other Correspondence*. Be sure to include a separate list of references if requested.

## Action Verbs By Skill Category

*Tip: Circle all of the words relevant to your experiences, and then use them in your resume!*

### ***Communicative***

address	convince	express	mediate	publicize	speak
arbitrate	correspond	follow-up	meet	publish	suggest
arrange	describe	formulate	moderate	question	summarize
author	develop	influence	motivate	read	talk
brief	direct	inform	negotiate	reconcile	translate
communicate	document	interpret	network	recruit	write
compose	draft	interview	persuade	refer	
confront	edit	lecture	present	report	
contact	enlist	market	promote	rewrite	

### ***Creative***

act	develop	execute	institute	pilot	revitalize
broaden	direct	explore	integrate	pioneer	shape
compose	discover	fashion	introduce	plan	sketch
conceive	draft	forge	invent	redesign	spearhead
conceptualize	dramatize	found	market	rehearse	start
conduct	draw up	illustrate	modernize	remodel	stimulate
create	entertain	imagine	originate	renovate	strategize
design	establish	improvise	perform	replace	transform

### ***Financial***

account for	appraise	calculate	finance	plan	research
adjust	audit	compute	forecast	procure	transfer
administer	balance	control	manage	project	
allocate	buy	develop	market	purchase	
analyze	budget	estimate	monitor	reconcile	

### ***Helping***

advise	clarify	encourage	forecast	orient	refer
advocated	coach	enlist	foster	predict	rehabilitate
aided	counsel	ensure	guide	prescribe	represent
anticipated	demonstrate	evaluate	handle	protect	serve
assessed	diagnose	expedite	harmonize	provide	support
assisted	educate	facilitate	moderate	reconcile	utilize
care for	enable	familiarize	observe	rectify	volunteer

### ***Management***

administer	contract	dispense	maintain	propose	set goals
account for	consolidate	employ	orchestrate	protect	schedule
analyze	consult	evaluate	order	realize	supervise
appoint	decide	execute	organize	recommend	terminate
approve	delegate	formulate	oversee	recruit	unify
assign	determine	handle	plan	regulate	withdraw
assume	develop	head	perfect	review	
attain	devote	hire	preserve	revitalize	
chair	direct	leverage	prioritize	reward	
choose	dispatch	manage	produce	save	

## ***Organizational***

approve	cut	identify	operate	retrieve	streamline
arrange	diagram	implement	organize	revamp	stretch
catalogue	dispatch	inspect	pinpoint	revise	substitute
classify	distribute	integrate	prepare	schedule	systematize
collaborate	enlist	interface with	prioritize	screen	tabulate
collect	execute	join	process	set up	target
compile	expedite	list	record	shape	update
conserve	extract	log	reshape	specialize	validate
consolidate	generate	monitor	reorganize	specify	

## ***Research***

acquire	collect	determine	identify	modify	summarize
amplify	compare	disprove	inspect	organize	survey
analyze	conduct	evaluate	interpret	process	systematize
calculate	critique	examine	interview	review	test
chart	diagnose	extract	investigate	research	trouble-shoot
clarify	design	formulate	locate	study	

## ***Results***

achieve	complete	establish	initiate	pioneer	standardize
accelerate	compound	exceed	introduce	prove	succeed
accomplish	contribute	excel	launch	reduce	transform
add	decrease	expand	lower costs	re-establish	trim
advance	double	extend	map	resolve	triple
attain	effect	fortify	maximize	restore	validate
augment	eliminate	improve	measure	selected as	widen
award	enlarge	increase	obtain	stabilize	won

## ***Teaching***

accept	coach	educate	identify	modify	simplify
adapt	command	elaborate	implement	motivate	solicit
advise	communicate	elicit	incorporate	observe	speculate
actively	compliment	emphasize	indicate	organize	state
analyzes	consider	enable	infer	persuade	stimulate
apply	cooperate	encourage	inform	ponder	structure
appraise	coordinate	evaluate	initiate	postulate	synthesize
assess	correct	excite	inquire	praise	systematize
assign	define	explain	instruct	provoke	teach
attend	demonstrate	explore	interact	question	tell
calm	designate	facilitate	integrate	reinforce	thank
categorize	develop	focus	investigate	rephrase	theorize
challenge	direct	generate	judge	reward	train
choose	discipline	guide	listen	set goals	tutor
clarify	doubt	hypothesize	model	set standards	

## ***Technical***

activate	contrive	engineer	overhaul	retrieve	upgrade
assemble	convert	exhibit	participate	screen	
began	deliver	fabricate	program	sell	
build	design	install	rehabilitate	service	
calculate	detect	maintain	remodel	solve	
compute	devise	navigate	repair	supply	
construct	display	operate	resolve	train	

**Edward Extern**  
edextern@appropriateemail.com

**College Address**  
123 Thomas Jefferson Lane  
Charlottesville, VA 22058  
434-555-5555

**Permanent Address**  
123 Homecooked Meal Road  
Apple Butter, NY 02452  
212-555-5555

## EDUCATION

**University of Virginia**, Charlottesville, Virginia  
*Bachelor of Science, Computer Engineering*  
Computer Skills: Pascal, C++  
May 2005  
Overall GPA: 3.17

**Lee-Davis High School**, Mechanicsville, VA  
Class Rank: 6/301  
June 2001  
Overall GPA: 3.9

## EXPERIENCE

**Gifted and Talented School Board Committee**, Ashland, VA  
Student Committee Member  
1999-2001

- ❖ Participated in school board budget reviews in preparation for decision-making process concerning anticipated budget cuts, used Microsoft Excel within this role
- ❖ Assisted with designing and implementing college preparatory programs geared to gifted and talented students

**Wal-Mart**, Mechanicsville, VA  
Cashier  
1999-2001

- ❖ Operated computerized cash register and handled on average \$3000 daily
- ❖ Received Great Excellence Award for exceptional customer service
- ❖ Achieved Top 5% of Highest Scan Time Award

**Rack & Sack**, Mechanicsville, VA  
Cashier  
1999

- ❖ Learned cash register operation skills and handled on average \$1500 daily
- ❖ Provided quality customer service

## LEADERSHIP

**Pakistani Student League**,  
*Member, Treasurer* (2003)  
2002-present

- ❖ Manage a budget of \$10,000 for program and social event allocation, use Microsoft Excel to maintain budget

## INTERESTS

Running marathons, tenor saxophone and photography

# ELIZABETH CAVALIER

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434-555-1212

Permanent:  
200 Stadium Drive  
Boston, MA 02154  
617-899-4546

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## OBJECTIVE

To obtain a job in engineering that utilizes experience in technology.

## EDUCATION

UNIVERSITY OF VIRGINIA, SCHOOL OF ENGINEERING AND APPLIED SCIENCE  
B.S. Systems and Information Engineering  
Cumulative GPA: 3.0; Major GPA: 3.78

Charlottesville, VA  
May 2004

### Related Coursework

- Data Communications
- Human Computer Interface
- Operations Research/Network Modeling and Design
- Business Software Development

## RELATED WORK EXPERIENCE

### GENUITY, INC. (formerly GTE INTERNETWORKING)

*Network Controller/Summer Intern, Network Operations Center*

Columbia, MD  
Summer 2003

- Troubleshoot data communication problems including fault isolation, equipment fault detection, and circuit outages.
- Developed network management/monitoring scripts using UNIX and PERL
- Performed remote monitoring of dial-up, routing, and other network equipment.
- Attended professional training classes in ATM, TCP/IP, Ascend Max, T1/T3 Technologies and UNIX.

### DEPARTMENT OF COMPUTER SCIENCE, UNIVERSITY OF VIRGINIA

*Web Assistant*

Charlottesville, VA  
March-August 2002

- Designed and implemented a website for the Department of Computer Science using HTML, JavaScript, and Photoshop.

### HUGHES NETWORK SYSTEMS

*Summer Intern, DirecPC Engineering Test Group*

Germantown, MD  
Summer 2001

- Installed DirecPC hardware/software and various Operating Systems.
- Configured and installed the Portmaster and Cisco Switch.
- Performed ping tests to insure network connections.
- Revised and edited Oracle forms using the form builder and SQL.

## SKILLS

**Operating Systems:** Windows NT, MacOS, UNIX, SunOS

**Applications:** Microsoft Office (Access, Excel, FrontPage, PowerPoint, Publisher, Word), SilverScreen, Photoshop, Visual Basic, Visual InterDev, Oracle

**Programming Languages:** PASCAL, C++, HTML, SQL, UNIX scripting, PERL

**Languages:** Written and reading proficiency in Chinese

## LEADERSHIP AND PROFESSIONAL ACTIVITIES

Society of Women Engineers (Co-Webmaster, Secretary, Treasurer)  
Engineering Student Council (Student Advisor)

Fall 2001-present  
Fall 2002-present

# JACQUELINE SALERNO

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email@virginia.edu

## EDUCATION

*University of Virginia*, Charlottesville, VA  
*M.A. French Literature*

May 2003

Elected by fellow graduates students to serve as a liaison between students and faculty at all department meetings; Nominated for Departmental Graduate Teaching Award for 2002-2003

*Instituto Cervantes*, Paris, France  
Spanish as a Foreign Language Certificate

August 2000

*Alliance Française*, Paris, France  
Degree to teach French as a Second Language

September 1998

*Université Stendhal*, Grenoble III, France  
Equivalent to a B.A. in English and German

June 1994

## LANGUAGES

French: native speaker  
English: fluent

Spanish: fluent  
German: reading and speaking proficiency

## TEACHING

*University of Virginia, French Department. French House Director*

Summer 2003

**Summer Foreign Language Institute:** will prepare evening activities, coordinate test reviews, and tutor students who need extra help. As instructor will review material taught in the morning class and prepare cultural activities each afternoon.

*University of Virginia, French Department. Teaching Assistant*

2001-present

**Language:** teach intermediate (201-202) French courses with responsibility for preparing and leading two sections of 21 students each. Solely responsible for teaching French 201 in Summer 2002 and chair the same course in Spring 2003, which includes preparing the syllabi, suggesting composition topics, creating the first test and organizing all other tests and the final exam.

*Altavista Combined Schools*, Altavista, VA. *French and Spanish Teacher*

2000-2001

Prepared weekly lesson plans, taught French I-V and three classes of Spanish I, composed of middle school and high school students; was homeroom teacher for French I class. Attended faculty meetings and conducted parent-teacher conferences. Directed the French Club and organized monthly cultural activities, established pen-pal program with French high school.

*Alliance Française*, Paris, France. *French Teaching Assistant*

1997-1998

Organized lesson plans and taught Elementary, Business and Civilization courses. Emphasis was placed on the use of authentic and semi-authentic documents and the sole use of French due to the multicultural audience.

*Pierre Overall*, Paris, France. *French Teacher*

March-Sept 1998

Prepared and taught Intermediate courses to Austrian high school students on vacation in Paris. Reviewed grammar by developing creative and useful activities in order to prepare students for afternoon visits of Paris and surroundings.

*Centre Scolaire*, Le Péage de Roussillon, France. *English Teacher*

Jan-Feb 1995

Planned weekly work with other colleagues and was in charge of teaching introduction (6<sup>th</sup> and 7<sup>th</sup> graders) intermediate (9<sup>th</sup> graders) and advanced (11<sup>th</sup> graders) courses to native French speakers. Attended faculty meetings and conducted parent-teacher conferences. Served as homeroom teacher for 7<sup>th</sup> graders.

## ADDITIONAL EXPERIENCE

*Opéra National de Paris*, Paris, France, *Travel Agent Liaison*

1995-2000

Booked tickets for French and foreign travel agencies. Used German and English intensively.

*A.E.G. Elektrowerkzeuge*, Stuttgart, Germany, *Export Service Trainee*

March-July 1989

Placed and confirmed orders, translated technical leaflets into French and German.

# Manorama Sorto

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703-222-2222

## Permanent Address:

1420 Susan Lane  
Chantilly, VA 20151  
703-444-4444

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**Objective** To obtain a summer finance internship with an international company.

**Education**            **University of Virginia, McIntire School of Commerce, Charlottesville, VA**  
Candidate for Bachelor of Science in Commerce    GPA 3.4                            **May 2003**  
Concentration in Finance  
Second Major in Foreign Affairs from the College of Arts and Sciences

**Experience**            **Internship    ActiveMatter.com, Fairfax, VA**                            **Summer 2000**  
Researched sales, marketing, and competitors of the company. Identified potential new clients. Worked on specialized projects including sales proposals. Edited PowerPoint presentations for Vice President of Marketing.

**Senator Christopher Dodd, Washington, DC**                            **Spring 1999**  
Provided tours of United States Capitol Building to constituents. Researched current issues and compiled information for Legislative Assistants. Attended committee meetings and presented summary reports to other interns.

**Employment**            **Northern Virginia Temporaries, Fairfax, VA**                            **Summer 2001**  
**Experience**            *Administrative Assistant.* Responded to customer complaints. Scheduled appointments for technicians. Entered data into database. Organized files.

**Guess? Fairfax, VA**                            **Summer 2000**  
*Sales Associate.* Marketed clothing to customers. Assisted customers with purchases. Maintained high sales quotas. Displayed merchandise.

**Leadership**            **Asian Student Union**                            **2000-present**  
**Experience**            *Membership Chair.* Organized activities to increase and maintain membership including ASU phonathon and five ASU receptions for perspective students.  
*Finance Chair.* Organized fundraising activities including ASU service auction. Obtained funding for events to promote Asian Pacific American Heritage Month.

**Peer Advising Family Network**                            **2001-present**  
*Peer Advisor.* Increase cultural awareness in the UVA community. Serve as a mentor to first year students. Planned activities that help advisees adjust to university life.

**Indian Student Association**                            **2001-present**  
*Social Chair.* Plan and organize social activities to increase community awareness.

**Skills**                    Proficient in Microsoft Office, Access, Visio, FrontPage, and Visual Basic.

**Personal**              US Citizen