

# RESUME WRITING

## The Purpose of your Resume

- Serves as the first impression that you give to employers.
- Explains, in a specific format, how you are qualified for a position by highlighting your education, relevant experiences and achievements.
- Goal: to convince the employer to interview you.

## Getting Started . . .What Makes YOU Unique?

- Consider **what makes you special** — what sets you apart from the rest of the pack? Choose information and select words that convey your personal strength.
- Review **your personal background**. Look at your education, work experiences (including volunteer & internship experiences), activities, skills and knowledge.
- Decide on **what kind of job(s) you will be applying for**. The best resumes are those targeted to a particular goal(s).
- **Figure out what you want to say about yourself** to a potential employer. Think about what employers want to know about YOU.

## Resume DO's

- Professional in appearance
- Well-organized, easy to read
- Attractive to the eye
- Current and up-to-date
- Written using active, descriptive verbs (See p. 2)
- Printed on resume-quality paper (no copier paper!)
- Printed on business-like colors (off-white, ivory, light gray)
- 1-page in length (usually)
- Perfect! (no typos or misspellings)



## What's Inside?

TOPIC	Page #
The Purpose of Your Resume	1
Getting Started	1
Resume DO's	1
Resume DON'T's	1
Types of Resumes	2
Basics of Resume Writing	2
Action Verb List	2
Sample Resume Format	3
Writing a Winning Job Description	4
How to Write References	4

## Resume DON'T's

- DON'T make it too long or short in length.
- DON'T fill it with irrelevant information.
- DON'T have typos or misspellings!
- DON'T use too many abbreviations.
- DON'T use several different fonts or a hard-to-read font.
- DON'T use a style of resume paper that does not copy cleanly on other copiers. (Avoid swirled or marbled resume paper)

# What type of resume should I create?



**CHRONOLOGICAL** — This is the most commonly used type of resume, and therefore the most familiar to employers. It lists information, organized by categories, and presented in reverse chronological order (i.e. the most recent is listed first). This format is good for demonstrating a steady employment or education history relevant to your career objective.

**FUNCTIONAL** — This style emphasizes capabilities, skill levels and accomplishments rather than job titles or time spent at various jobs. If you have limited work experience & want to highlight marketable skills, or if your degree is not related to your career objective, this format can be effective.

**How can Career Services help?**

- **1-on-1 appointments with a staff member**
- **48-Hour Drop off Service**

**Call 202-319-5623 to schedule an appointment or come by the Pryz in Room 202 to drop off your resume.**



## The Basics of Resume Writing

- ⇒ **MUST** include your name, address, phone number, academic background, related employment or experience (paid and non-paid), and skills related to your career objective & goals.
- ⇒ **SHOULD** include your college honors, activities and leadership roles, special skills (languages, computer, etc.), experiential learning including internships or study abroad, volunteer work, community service, practica, clinicals, field placements, etc.
- ⇒ **OTHER** areas may include employment objective (If you include one, it should be specific and geared to the positions employers are offering; avoid objectives that are too broad and vague), related or pertinent course work (3-5 courses that either focus on your career interest or compliment your educational experience), projects, senior thesis, GPA (if you're unsure about including it, it's probably best to leave it off), travel, professional memberships, publications, certifications, presentations, research, performances.
- ⇒ **DO NOT** include your personal data (such as height, weight, marital status, ethnicity, SS #), high school information (unless it's directly and significantly related to your goals), personal pronouns. However, you may want to include your work status if you think employers may not realize that you have permission to work in the U.S.

## Action Verb List

Accomplished	Controlled	Evaluated	Instructed	Planned	Set Up
Adapted	Coordinated	Examined	Introduced	Prepared	Solved
Administered	Created	Expanded	Invented	Presented	Structured
Advised	Defined	Facilitated	Investigated	Produced	Streamlined
Analyzed	Delegated	Filed	Led	Programmed	Supervised
Applied	Delivered	Formed	Maintained	Provided	Supported
Arranged	Demonstrated	Fostered	Managed	Published	Surpassed
Assisted	Designed	Founded	Mastered	Received	Surveyed
Balanced	Determined	Generated	Mediated	Recommended	Targeted
Billed	Developed	Guided	Monitored	Reduced	Taught
Briefed	Directed	Harnessed	Motivated	Reorganized	Teamed With
Calculated	Earned	Identified	Negotiated	Researched	Tested
Carried Out	Edited	Illustrated	Observed	Reviewed	Trained
Communicated	Eliminated	Implemented	Operated	Revised	Tutored
Compiled	Enabled	Improved	Organized	Scheduled	Translated
Completed	Enforced	Influenced	Participated	Screened	Upgraded
Computed	Enhanced	Initiated	Performed	Selected	Utilized
Conducted	Established	Innovated	Persuaded	Served	Wrote

# Sample Resume Format

**NAME**

E-mail address

Campus Local Address:  
Number & Street  
City, State, Zip Code  
Phone Number w/ Area Code

Permanent Address:  
Number & Street  
City, State, Zip Code  
Phone Number w/ Area Code

**OBJECTIVE:**

(Optional. If you choose to have one, tailor it to the position for which you are applying).

**EDUCATION:**

- **Bachelor of Arts OR Science** (pick the appropriate one) **in** (your major): Concentration/Minor in \_\_\_\_\_ , May 200? The Catholic University of America, Washington, DC
- **GPA:** (if 3.0 or above; may include GPA in your major if 3.0 or above)
- If applicable, you may want to include sections that include Honors, Relevant Coursework (between 3-5 courses that relate to your objective, including any in which you are currently enrolled), Major Projects, Study Abroad.

**(TYPE of) EXPERIENCE** (ex: Accounting Experience, Business Experience, etc.):

**Job Title**, Name of Organization, City State, dates of employment (May require two lines)

- For description, use short phrases that begin with action verbs (*For a list of action verbs, see p. 2*)
- List positions in reverse chronological format, i.e. most recent first.
- Do **not** use personal pronouns. Use bulleted (•) format.
- Give details of your accomplishments and responsibilities rather than a general list of duties. Numbers make strong statements and can enhance credibility; these numbers can show volume, percentages, dollar amounts.
- Do not be discouraged if you have never had employment in your field. Instead, create a functional resume that lists your strengths, skills and accomplishments. (*Talk with a staff member about creating a functional resume*).

**RELATED EXPERIENCE:**

“Related” can include positions related to primary experience above, but not relating to that category.

**OTHER WORK:**

**Job Title**, Name of Organization, dates of employment

(In this section, you can leave out description entirely, or just provide a brief one-liner)

**SKILLS:**

**Computer:** (software, systems, etc.)

**Language:** (include level of proficiency; ex: strong written and spoken in. . . fluent in. . .,etc. )

**Certifications** may also be included in this category.

**ACTIVITIES:**

- List most relevant activities and leadership roles held first. Include college, community, professional. Also include number of years or specific dates these activities took place.
- If an experience was fairly involved, you can provide a brief description, like in your job description(s).

**VOLUNTEER WORK:**

You may decide to make this a separate category if (a) you’ve been very active in this arena and (b) it is directly related to your career objective or goal. Some volunteer activities may actually belong in your “Experience” section.

**REFERENCES** available upon request. (See p. 4 for more assistance)

- It is not necessary to have the above line on your resume. Instead prepare a list of references on a separate page formatted to match your resume. Should employers request references as part of your application package, you’ll then be ready to go.
- Stick with 3-5 references. Consider individuals familiar with your academic work, leadership and teamwork skills and your employment history. (ex: professors, advisors, supervisors, etc.)
- Include the reference’s name, job title, organization, mailing address, phone number and e-mail.
- *Before* you list an individual as a reference, it’s important to ask for his/her permission.

Keep margins between .75" and 1.25" on all 4 sides.

Use an easy-to-read font. Recommended: Times New Roman. Stick with 10 to 12 point.

Length? No more than 1 page, unless in special circumstances.

## Writing a Winning Job Description

### Not Bad

- Assisted social worker in play therapy and observed weekly group therapy.
- Helped write training manual.
- Organized charity event.

### Even Better

- Assisted social worker in play therapy sessions and observed weekly group therapy for emotionally challenged children between ages 5-12.
- Updated and wrote 15-page orientation section for company wide training manual.
- Organized charity event for 200 to raise funds for new hospital wing. Solicited sponsors, located talent acts and negotiated catering costs. Event raised over \$2,500.

---

## How to Write a Reference Page

**John Anyone**  
128 Upshur Lane, NW, Washington, DC 20158  
(202) 333-4456 (cell)  
anyone00@cua.edu

### REFERENCES

*Ms. Mary G. Smith*  
Marketing Coordinator  
Time Warner, Inc.  
825 Avenue of the Americas, Suite 2010  
New York, NY 11101  
(212) 111-2233  
maryg.smith@time\_warninc.com

*Professor Jane Doe*  
English Department  
Summit University  
1228 Main Street  
Springfield, NY 22221  
(201) 888-9990  
j\_doe08@summit.edu

*Father John Brown*  
Associate Pastor & Volunteer Coordinator  
St. Michael's Parish  
228 Elm Branch Way  
Greenville, NJ 00808  
(302) 445-6678  
frbrown@stmichaels.org

Create a separate reference page, formatted to match your resume. Don't forget to write in your name and contact info. so employers can reach you.

For each reference: Include that person's name, job title, mailing address, contact phone number & e-mail address.

How many references should you include?  
Check the job announcement but if no instructions are given, a good rule of thumb is a minimum of 3 but no more than 5.