

RESUME WRITING

Ready to apply for a job? Then it's time to write a resume! Resumes are typically 1-2 pages and are your chance to showcase your educational and work experience and your particular skill set. The key is that they must be well-written and look professional!

There are at least five separate elements to include in a resume:

- **Personal information:** Your name, email address(es), phone number, and perhaps a professional website if you have one (i.e. a LinkedIn profile). As most communication is electronic now, you no longer need to include a street address.
- **Resume summary or objective:** A resume summary is a few sentences on your career. Highlight your years of experience in the field, a couple of key accomplishments or skills, and your overall goal. A resume objective may be better suited for recent graduates with little job experience, or for those changing careers. It should be 2-3 sentences highlighting why you want to get into this career field.
- **Skills:** Highlight the skills that you have that would be most relevant and beneficial to the job you are seeking.
- **Professional information:** All of the various jobs you've held, especially ones that are relevant to the job you are applying for. List in reverse chronological order with your most recent job first. Use action verbs and give measurable accomplishments.
- **Your educational background:** All diplomas and degrees you've completed and the institutions you attended. List in reverse chronological order with your most recently earned credential first. You may also include academic achievements, like graduating magna cum laude.
- **Other possible sections:** a) Volunteer work; b) Special awards or other accomplishments received; c) Presentations given at conferences; d) Publications; e) Special or additional certifications in your field.; f) Languages spoken fluently.

Some Important Tips

1. **PROOFREAD!** A resume with multiple errors looks unprofessional and will not likely be considered.
2. **Be honest and accurate.** If you are caught lying, you will not get the job.
3. **Consider how the layout and design.** There are multiple ways you can design your resume, but make sure they look appealing and are easy to read. Do not include a picture of yourself.
4. **Use bullet points and keep descriptions short and to the point.** Highlight your assets.
5. **Unless specifically required, you do not need to list your references on your resume.** The employer can request these later, usually after your interview, or you can include a separate List of References.

SAMPLE RESUME BELOW

John Doe

Digital Marketing Specialist

Marketing professional with proven experience in planning and coordinating marketing policies and programs. Expertise in developing pricing strategies in order to maximize products.

JDoe23@gmail.com (23) 456-7890

Work Experience

DIGITAL MARKETING MANAGER

Acme Marketing 2020-present

- Created a new format for presenting sales.
- Located and proposed new potential business partners, resulting in three new strategic partnerships.

Education

MASTER'S OF SCIENCE IN INTERNATIONAL MARKETING
University of Florida, 2017-2020

BACHELOR'S OF SCIENCE IN BUSINESS MANAGEMENT
Warner University, 2013-2017

Additional Certifications

Google Analytics Individual Qualification, 2018

Special Skills

- Proficient in using Google, SEO, and CMS in Marketing
- Skilled in team building, management, and problem solving. Very flexible in work schedule and work environment.
- Fluent in English, Spanish, and French.

Resume Action Words

Action words, sometimes called "buzzwords," describe the tasks you perform daily and the skills you possess, as well as show the impact you have had on the company. Action words can make your resume stand out from the rest and increase your chances of landing an interview. Below are some examples of action words you may wish to consider.

For explaining work responsibilities:

*Executed	*Negotiated	*Accomplished
*Completed	*Created	*Undertook
*Operated	*Managed	*Produced

For showcasing your soft skills:

*Insightful	*Genuine	*Attentive
*Dedicated	*Diligent	*Self-starter
*Knowledgeable	*Reliable	*Motivated

For describing communication skills:

*Conveyed	*Informed	*Persuaded
*Presented	*Explained	*Outlined
*Illuminated	*Announced	*Circulated

For highlighting technical skills:

*Mastered	*Accelerated	*Rebuilt
*Assembled	*Recovered	*Launched
*Maintained	*Calculated	*Finalized

For demonstrating creativity:

*Conceived	*Drafted	*Designed
*Overhauled	*Spearheaded	*Envisioned
*Invented	*Piloted	*Built

For showing leadership skills:

*Managed	*Delegated	*Trained
*Mentored	*Facilitated	*Oversaw
*Created	*Designated	*Directed

Over for more

To show work in finance and sales

*Negotiated	*Increased	*Gained
*Saved	*Raised	*Boosted
*Yielded	*Maximized	*Delivered

To show that you improved something:

*Reimagined	*Overhauled	*Refined
*Restructured	*Integrated	*Digitized
*Streamlined	*Optimized	*Modified

To demonstrate research/analysis skills:

*Surveyed	*Interpreted	*Tested
*Assessed	*Calculated	*Mapped
*Evaluated	*Audited	*Measured

To describe collaboration

*Gathered	*Participated	*Consulted
*Interacted	*Recruited	*Joined
*Volunteered	*Partnered	*Allied

Resume Adjectives

Adjectives are descriptive words. Consider how you would describe yourself as a worker. Below are some powerful adjectives to consider using.

To show efficiency: methodical; driven; precise; industrious; productive; organized; meticulous.

To show creativity: imaginative; visionary; innovative; inventive; artistic.

To show leadership: decisive; accountable; assertive; diplomatic; adaptable; confident.

Resources

Brophy, Hailey. "150+ Resume Action Verbs, Synonyms and Adjectives for Your Resume." *Resume Now*, 20 June 2023, resume-now.com.

Novorésumé. "How to Make a Resume in 2023: Beginner's Guide." *Careerblog*, 21 March 2023. <https://novoresume.com/career-blog>