

ADM J 240W: Professional Development Unit

What is a résumé?

- a marketing tool
- a summary of experiences, academic preparation, accomplishments which are relevant to career objectives and/or attest to your work ethic, organizational skills, etc.
- something that “grows” with you as you expand your expertise

What a résumé is NOT:

- an exhaustive list of everything you’ve ever done
- your autobiography
- a one-time project which seniors complete right before or after they graduate

How do I get started?

- pick up your copy of the Placement Manual from Career Services in 111 MBNA Career Services Building and read the section about résumé writing.
- take some time to reflect on and list your educational background, jobs you’ve had, organizations and activities in which you’ve participated, special honors you’ve achieved, and skills you’ve developed.
- look at some of the sample résumés included in your Placement Manual as well as the ones posted outside of the Advising Offices in Oswald.
- start drafting! Don't be afraid to try out different résumé styles to see which ones appeal to you. There's no "right" way to complete a résumé.
- Consult with the staff members in Career Services or with Katelyn and Karen in Oswald if you feel "stuck."

Some tips to consider:

- pay particular attention to **spelling** and **grammar**
- do not undervalue your “nonrelevant” work experience (waiting tables, mowing lawns). Many employers place a high value on students who worked their way through college, doing hard, unattractive jobs. Such an employer may place more value on your work experience than you do.
- use “active” language rather than “passive” language (see list of action words).
- consider adding a section on “computer skills,” if applicable.
- be prepared to frequently revise your résumé.
- always proofread your résumé and then ask someone else to take a look at it, too.

You can organize the information included on your résumé by using headings like the ones listed below—or come up with your own.

OBJECTIVE
EDUCATION
RELATED COURSEWORK
HONORS
EXPERIENCE
WORK EXPERIENCE
CAREER HIGHLIGHTS
SYNOPSIS OF EXPERIENCE

SCHOLARSHIPS
AWARDS
FORMAL TRAINING
SPECIAL TRAINING
CERTIFICATIONS
LICENSES
COMPUTER SKILLS
PROFESSIONAL AFFILIATIONS

LEADERSHIP EXPERIENCE
COMMUNITY SERVICE
ACTIVITIES
SPECIAL SKILLS
RELATED EXPERIENCE
LANGUAGE PROFICIENCY
VOLUNTEER EXPERIENCE

To describe your duties, responsibilities, skills, and experiences, use short phrases that begin with active verbs.

ACTION WORDS

administered	drafted	planned	distributed	created
advised	edited	prepared	organized	monitored
analyzed	evaluated	processed	directed	trained
arranged	identified	provided	ordered	audited
assessed	implemented	recorded	wrote	researched
assigned	informed	recruited	operated	initiated
briefed	inspected	resolved	delegated	designed
budgeted	installed	reviewed	negotiated	validated
coordinated	managed	trained	updated	consulted
calculated	instructed	scheduled	verified	maintained
checked	interviewed	supervised	created	
coached	investigated	tested		
compiled	located	tracked		

Keep in mind that you will want to use the Active voice rather than the Passive voice to describe your actions.

Active: Trained new employees

Passive: Responsible for the training of new employees

Use the present tense to describe activities you are currently doing.

