

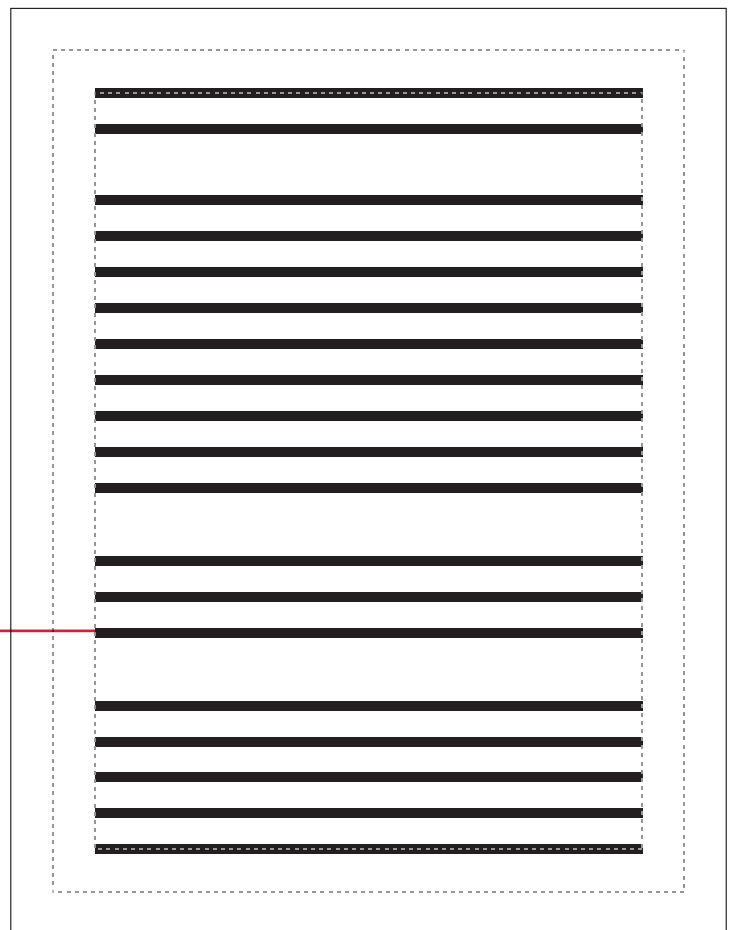
How to Write a Résumé

An effective résumé is more than a list of your skills and experience. It is often the only source of information a potential employer will have when deciding whether or not to invite you in for an interview.

Your résumé must therefore clearly convey your skills, strengths and relevant experience, and do so in an efficient and visually appealing manner.

STEP 1: CHOOSE A TEMPLATE

If you are just beginning your career or working for a traditional industry, you want to choose something simple. Avoid borders, colors, images or graphics. Your font size should be between 10–12 points. Your margins should be between .5" and 1.0". You may adjust both to fit your résumé onto 1 page.



10–12 point
FONT SIZE

.5"–.1"
MARGINS

Here is a sample résumé template, followed by two examples of finished résumés:

YOUR NAME

Street Address, City, State Zip Code | phone number | email address

EDUCATION:

Degree, Major (Note: Required)

Expected Graduation: Month Year

University of Cincinnati, Cincinnati, OH

- Minor: (If Applicable)
- Concentration: (If Applicable)
- GPA: (Generally listed if above a 3.0. List to the hundredths place, do not round up.)
- Relevant Coursework: (Note: Optional)
- Study Abroad: (Note: Optional. If used, include subject of coursework, location, as well as months and years of participation)
- Awards and Honors: (Note: Optional)

EXPERIENCE: (Note: Required)

Position Title

Month Year – Month Year

Organization Name, City, State

- List your positions in reverse chronological order, beginning with your most recent position (full-time work, part-time work, internship/co-op, teaching assistantships, etc.).
- Begin each line with an action verb and include details that will help the reader understand your experience, skills, outcomes and achievements.
- Do not use personal pronouns; each line should be a phrase rather than full sentence.
- If something on your résumé is in the past, use the past tense (managed, delivered, organized) and if you are still actively in the role, use the present tense (manage, deliver, organize).
- Quantify, using numbers and percentages, where possible.
- You may also include other sections, such as Research Experience, Volunteer Experience, etc.

Position Title

Month Year – Month Year

Organization Name, City, State

- Begin each line with an action verb and include details that will help the reader understand your experience, skills, outcomes and achievements.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

LEADERSHIP, ACTIVITIES, AND SERVICE: (Note: Optional)

Role

Month Year – Month Year

Organization, City, State

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

SKILLS: (Note: Required)

Computer: List computer software and programming languages

Language: List foreign languages and level of fluency (If Applicable)



KATHERINE PETERSON

6429 Main Street., Cincinnati, OH 45230 | 513-456-7826 | petersonkb@mail.uc.edu

EDUCATION

Bachelor of Arts, Psychology

December 2020

University of Cincinnati, Cincinnati, OH

- Minor: Organizational Leadership
- Certificate: Communication
- GPA: 3.28/4.0

EXPERIENCE

Computer Department Cashier

October 2016-January 2017

Follett Corporation, Cincinnati, OH

- Sold and organized computer products including Apple, Dell, and Software

Text Department Cashier

August 2015-October 2016

Follett Corporation, Cincinnati, OH

- Assisted students in finding books using CourseTracks software

Human Resources Assistant

May 2015-September 2015

Coney Island Park, Cincinnati, OH

- Handled approximately 1,100 seasonal employee's hiring, payroll, and uniform
- Checked new-hire paperwork for errors and omissions, including federal and state tax forms, Employment Eligibility Verification (I9) forms, etc.
- Created email correspondences and placed phone calls to employees who were delinquent in completing new hire documents
- Helped new employees acclimate to the company by answering questions about employee perks, attendance policy, parking, etc.
- Processed weekly time cards for hourly staff and completed Excel spreadsheet on hours per week and days per week for each employee

Manager

June 2012-August 2015

Coney Island Park, Cincinnati, OH

- Managed the Pool Office after a month of partial authority as a Foreman by answering a busy multi-line phone, handling Cabana rental check-ins, and helping walk in customers
- Provided solutions to customer concerns regarding complaints, challenging sales transactions, and procedure enforcement
- Created and implemented new programs to increase the cash flow of a \$1.5 million grossing department through an up-selling incentive program
- Restructured and reformatted documents including weekly schedules, individual and departmental cash flow reports, equipment rental, and various other documents, vastly improving efficiency and eliminating waste
- Trained a 40 person staff of Foremen and Cashiers on money handling, customer service, and upselling an average of 40 hours/week

Cashier

June 2010- August 2011

Coney Island Park, Cincinnati, OH

- Earned the Ceil Burke Award for Outstanding Customer Service

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Outlook), SPSS

EXTRACURRICULAR ACTIVITIES

Member, Cincinnati Choral Society, 2015-Present

Member, UC Healthy U Boot Camp, Fall 2015

Kira Smith

99 Best Drive | Cincinnati, OH 45229 | hannah.smith@gmail.com | 513.555.4444

Recent graduate looking for an opportunity to join the environmental justice movement and to learn more about grant-writing and donor relationship development

EDUCATION

Bachelor of Arts, Sociology Expected May 2018

University of Cincinnati, OH

- GPA 3.57/4.00
- Dean's List, Fall 2015-Spring 2018
- Study Abroad: University of London, Spring 2017

RELEVANT EXPERIENCE

Skilled Childcare Provider, Cincinnati, OH January 2016-December 2018

- Cared for newborn on a full-time basis for a professional family in Swampscott, MA. Lived in family's home, coached new mother in childcare techniques, and coordinated household functions.
- Cared for premature twin infants on a part-time basis while attending school full-time. Accompanied infants to physical therapy sessions, coordinated in-home child development exercises, and responded to emergency situations.

Special Event Planner - UC Hillel, Cincinnati, OH Summer 2017

- Coordinated event logistics and managed volunteers during planning of \$250,000+ Bat Mitzvah.
- Proofread and edited documents in both English and Hebrew; worked extensively in Word/Excel.
- Tutored eighth grade student in Hebrew on a weekly basis for 6 months.

Volunteer - Hands-On Atlanta, Atlanta, GA Summer 2016

- Supervised after-school program; led 11 children, ages 7-11, in crafts and games.
- Created 3 specific activities to engage youth with special needs.

Specialized Childcare Provider, Better, WV, and Atlanta, GA Summer 2015

- Worked on a full-time basis during holidays, vacations and school breaks to provide care, assist with household management, prepare meals, and transport children to activities.
- Completed special assignments, including care of a preschooler with Down's Syndrome and childcare for 2 Spanish-speaking families (including accompanying one family to Costa Rica).

ACTIVITIES

Vice President, Executive Board House Manager and Standards Officer, Alpha Epsilon Phi – Epsilon Eta Chapter, 2016-Present; **Chapter Representative**, 2017 National Convention in Stamford, CT

Volunteer Coordinator, Quilt-on-the-Quad – World AIDS Day, 2015-Present

Jewish Life Liaison, UC, 2016

Regional President, B'nai B'rith Youth Organization, 2012-2014

SKILLS

Computer: Microsoft Word, PowerPoint, Excel, Publisher, Adobe Photoshop, SPSS, HTML, Java
Language: Spanish - Intermediate

STEP 2: COLLECT AND FILL IN YOUR INFORMATION

Make a list of all of your work and volunteer experiences, awards and scholarships, study abroad and training programs, student organizations, leadership roles, lab and computer skills, languages, and certifications.

Choose optional sections that capture your strengths and skills. Remember that many sections are flexible can be combined to tell your unique story.

Contact Information (Required)

- Name—slightly larger font than the rest of your document
- Your address (you can use your permanent or campus address or both)

Summary (Optional)

- If you choose to use a “summary” it should be specific to the industry and position—a vague summary can do more harm than good

Education (Required)

- Should be at the top of your résumé if you are a recent grad
- Degree (Bachelor of Arts, Bachelor of Science, etc.) and month/year of graduation
- Major(s), and/or minor(s), and any concentration(s) within your major(s) or minor(s) if applicable
- University and location

Education (Optional)

- Relevant Courses may be added for classes related to the position, beyond general or introductory requirements of your major. This should include 3-5 courses, listed across the page, separating each name with a comma.
- Relevant awards and honors that you earned for academics, athletics, or in a work environment may be included under education or listed in a separate section at the end of the document.
- Other universities, if applicable, should be formatted the same as current university
- Include high school, for First and Second Year students, formatted the same as current university

Experience (Required)

- Always include job title, dates, name of organization, and location
- Address what you learned and the skills you developed in addition to the tasks/jobs you performed
- “Experience” can include clubs or project work in addition to jobs or employment

Leadership, Activities, and Service (Optional)

- Your résumé may contain one or all of these sections and some can be combined, such as Activities and Service
- It is important to choose quality over quantity in this section. Only include experiences where you’ve developed skills relevant to the position

Skills (Required)

- This section typically includes computer, language, and science/laboratory when applicable
- It is preferred that you incorporate soft skills into your experiences to demonstrate how they were developed rather than simply listed in this section.

Interests (Optional)

- Certain industries may also like to see an “Interests” section that includes hobbies and areas of interests that could be discussed in an interview
- Interest sections can be combined with another section such as “Skills” or “Activities”



HOW TO WRITE A RÉSUMÉ

STEP 3: WRITE STRONG DESCRIPTIONS TO EMPHASIZE YOUR SKILLS AND ACCOMPLISHMENTS

Your bulleted descriptions should communicate what you learned and accomplished in your roles that will help you excel in the position you are applying for.

1. Consider the Top Skills that Employers Seek in a Candidate

[Source: National Association of Colleges & Employers]

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

2. Begin Each Bullet with an Action Verb

Bullet points should start with a powerful action verb, such as those listed below. Avoid starting bullet points with "Responsible for," "Assisted with," or "Primary duties included."

Sample List of Action Verbs

accelerated	catalogued	designed	filed	investigated	proofed	shipped
accomplished	chaired	determined	forecasted	joined	proposed	showed
achieved	changed	developed	formulated	judged	provided	sold
acquired	checked	devised	fostered	launched	publicized	solved
adapted	circulated	directed	gained	learned	published	sought
adjusted	classified	discovered	gathered	led	purchased	specified
administered	collaborated	dispatched	generated	managed	received	spoke
advertised	collected	displayed	graded	marketed	recognized	sponsored
advised	combined	distributed	greeted	maximized	recommended	started
advocated	compiled	drafted	handled	measured	recorded	stopped
analyzed	completed	earned	helped	monitored	recruited	straightened
anticipated	computed	edited	highlighted	notified	reduced	streamlined
applied	condensed	elected	identified	observed	reorganized	strengthened
appraised	conducted	eliminated	illustrated	obtained	repaired	studied
approved	consolidated	employed	implemented	opened	replaced	submitted
arranged	constructed	encouraged	improved	operated	reported	suggested
assembled	consulted	enlisted	incorporated	orchestrated	represented	summarized
assessed	converted	ensured	increased	ordered	researched	supervised
assisted	convinced	entered	informed	organized	resolved	surpassed
assumed	coordinated	established	initiated	participated	restructured	taught
attained	corrected	estimated	innovated	persuaded	reviewed	tested
attended	counseled	evaluated	inspected	planned	revised	trained
authored	counted	examined	inspired	prepared	saved	transferred
balanced	created	expedited	instructed	presented	scheduled	updated
briefed	defined	explored	interpreted	processed	screened	upgraded
budgeted	delegated	extended	interviewed	produced	selected	utilized
built	delivered	facilitated	inventoried	projected	sent	
calculated	demonstrated	familiarized	invested	promoted	served	



3. Provide Details About What You Accomplished that Relate to the Position You Seek

Ask yourself, “What did I do?” “How did I do it?” and “Why did I do it?”

Begin with What?

What, specifically, did you do in your position?

- Answered telephones
- Planned an event
- Entered data into Excel

Think about How?

Review your list of tasks and ask yourself which skills you used when completing those responsibilities. Use numbers to quantify accomplishments wherever you can.

- Operated a multi-line phone for five busy attorneys utilizing effective problem-solving and customer service skills
- Coordinated an event for over 100 students through communication with on-site liaison
- Executed financial analysis of department spending in Excel

Incorporate Why?

This section helps the reader understand the purpose behind your actions and see what you accomplished in your role.

- Operated a multi-line phone for five busy attorneys utilizing effective problem-solving and customer service skills to ensure customer satisfaction
- Coordinated recognition event for over 100 students completing a certificate program through communication with on-site liaison
- Executed financial analysis of department spending plans in Excel and provided comprehensive written report to manager

STEP 4: CAREFULLY REVIEW YOUR RÉSUMÉ

General Format

YES NO

- Is résumé an appropriate length? (1 page)
- Is first and last name at the top of the page and in bold? Are address, phone number, and email easy to read?
- Is formatting (e.g. bold, font, bullet sizes, heading styles) consistent throughout the résumé? Are the headings and statements evenly spaced? Are your dates evenly aligned along the right margin of the page?
- Are verb tenses present tense for current experiences; past for previous experiences?
- Are there approximately 1–4 statements in bulleted format under the Experience section?

Content

YES NO

- If included, does the Objective statement clearly state industry, position, and two to three skill sets?
- Does the résumé include the applicable headings? Education, Experience, Activities/Leadership/Service, and Skills?
- Does the Education section state official degree and graduation date? Is the cumulative GPA included if higher than 3.0? Is my GPA accurate and not rounded up?
- Do the bulleted descriptions demonstrate major accomplishments rather than routine tasks/duties and are they quantifiable when possible?
- Do the bulleted descriptions start with action verbs and demonstrate the use of key skills?
- Is the résumé free of personal pronouns (e.g. no references to “I,” “we,” “me,” “us,” or “my”)?
- Is the résumé completely free from spelling, punctuation, abbreviations, and grammatical errors?



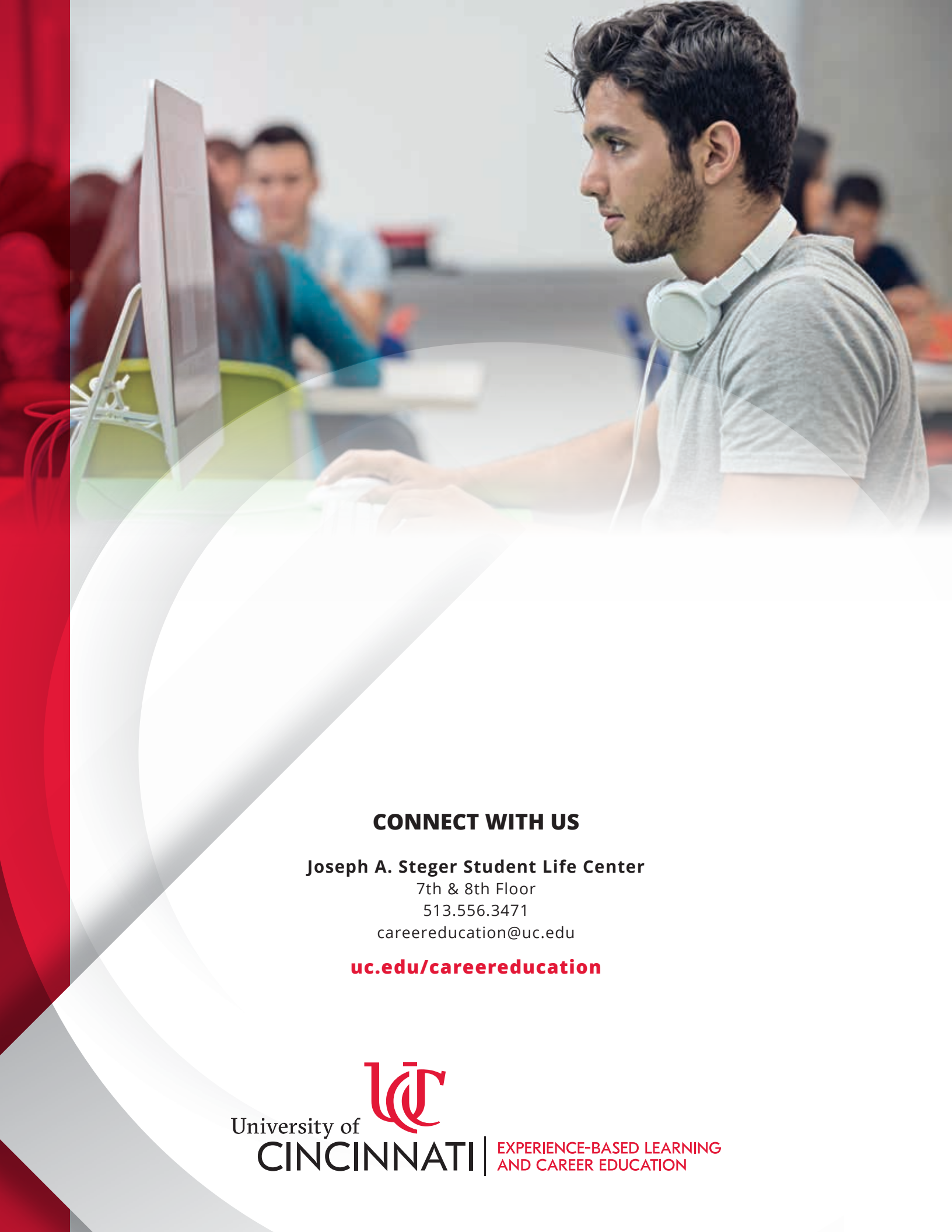
STEP 5: USE YOUR RÉSUMÉ

Add Your Résumé to an Online Portfolio or Personal Website

There are a number of professions that recommend using an online portfolio to showcase your work, principally art, design, consulting and public speaking. These sites often include a short biographical statement or résumé.

Use Your Résumé to Connect with Professionals in Your Field of Interest

Expanding your network is critical to professional success. When attending career fairs or networking events, always bring several copies of your résumé. You can also tactfully share your résumé when conducting informational interviews with professionals of interest (see our Informational Interviewing guide).



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