



How to Write a Resume

1. Select a resume format

Chronological: focuses on dates, positions and duties in reverse chronological order.

- best suited for someone with many years of career-related experience.

Functional: emphasizes your transferable skills and is helpful if you lack career-related experience.

Combination: combines elements of both formats; a great choice for recent grads with some experience.

Note: If you choose to go with a template, we suggest either *Etsy* (paid) or *Microsoft Word* (free)

2. Brainstorm a Master List

- Create a master list of your education, previous jobs, accomplishments, skills, volunteering and leadership experiences, etc. Take items off your master list each time you need to make revisions to your resume.

3. Utilize Skill phrases - (*Action verb* + Skill used + What & how)

- Beneath each experience, you should have multiple “skill phrases” The more significant the experience, the more skill phrases you should have to describe that experience.

- Skill phrases should Begin with an action verb, explain what you did and how, and state the result/ skill used.

Example: “*Demonstrate* ***attention to detail*** while performing 34 daily assessments.”

Structure: *Action verb* + Skill used + What & how

4. Order strategically

- Items that are more recent and relevant to your job objectives should be near the top of the resume.

5. Unpaid experiences still count

- Include transferable skills from volunteer work, service experiences, class projects, internships and activities.

6. Maintain a professional appearance

- Color, bold and italics can help important items stand out, but too much of it can have the opposite effect.

7. Tailor your resume

- Don’t send a generic resume to your potential employers; it communicates a lack of effort and interest.

- Instead, use the job description to find which skills/experiences are being sought out, and if applicable, provide evidence that you have them by including them in the skill phrase sections of your resume.

8. Career Development is here to help

- Sign-up for a coaching appointment on Handshake or come in for a walk-in appointments (3:00-5:00pm weekdays) to get expert help from our top-notch staff.