

GRADUATE STUDENT RESUME GUIDE

The average recruiter spends **SIX SECONDS** scanning a resume. Your resume is a marketing tool designed to communicate relevant experience and accomplishments to your target audience. A resume is not a biography.

Tailor your resume for different audiences, and highlight the information most relevant to *that* audience.

SECTIONS

- **Header:** Includes your name, mailing address, email (use UD email), phone number and LinkedIn profile URL (if it's a strong profile). Repeat your name on the header or footer of page 2.
- **Summary:** Communicates your core brand and competencies. Define what's unique and relevant to your target role. It often includes your years of experience and bullet points of your key accomplishments or skills.
- **Education:** Follows "Experience" section because we recommend that experienced professionals lead with their professional story.
- **Experience:** Highlights professional experience in reverse chronological order. If career changing, consider organizing bullet points under functional categories such as "Marketing Experience" or "IT Experience". If your company is well known, then no company description is required. If it is not well known, add a one-line description after the company name.
- **Additional Experience:** Any experience older than 10 years should be listed in another section titled "Additional Experience." In this section, you can list only the employer and the job title.
- Additional categories can include headings such as: **Skills, Memberships & Activities**, and **Awards & Honors**. Use this section to highlight languages, relevant skills, volunteer work, and/or interests.

FORMATTING

- Maximum of two pages. Remember to put your name and email on the second page of the resume, in case the pages get separated.
- Left-hand justified as U.S. recruiters scan from left to right.
- Use bold font to highlight either your company or your title, whichever will be more impactful to your audience.
- Minimum 0.50 margins. White space helps people scan.
- Avoid additional formatting like lines, graphics, and italics — unless they help readability.
- Use an easy-to-read font such as Calibri or Arial.

CONTENT

- For each job, include size and scope, revenue or budget managed, and number of people on your team.
- Bullets should focus on results and measurable impacts you've had, as well as unique contributions.
- Be as quantitative as possible: revenue growth, money saved, market share growth, etc.
- Use strong action verbs and phrases (see sample list).
- Make the most interesting fact at the beginning of the bullet; it will entice the reader to read the rest.

ACTION VERBS

The words that you use to describe your experience, activities, and other categories should convey skills that you have developed and what you have to offer an employer. To do this you need to use strong action verbs and self-descriptive words. This will help to get the potential employers' attention. In addition to using action verbs, make sure that you use concise phrases instead of complete sentences, and quantify them as often as possible. The following is a list of action verbs and phrases to help you get started.

| | | | | | |
|--------------|---------------|-------------|--------------|----------------|--------------|
| accomplished | computed | employed | installed | prevented | specified |
| achieved | conceived | enforced | instigated | processed | sponsored |
| acquired | conducted | engineered | instituted | produced | staffed |
| activated | consolidated | enlarged | instructed | programmed | staged |
| adapted | constructed | equipped | integrated | projected | standardized |
| addressed | consulted | established | interpreted | promoted | started |
| adjusted | contacted | estimated | interviewed | proposed | stimulated |
| administered | contributed | evaluated | introduced | proved | streamlined |
| advanced | controlled | examined | invented | provided | strengthened |
| advised | conveyed | exceeded | investigated | published | stretched |
| advocated | coordinated | executed | judged | purchased | structured |
| allocated | corresponded | exercised | lectured | raised profits | studied |
| analyzed | counseled | expanded | led | realized | succeeded |
| anticipated | created | expedited | liquidated | recommended | suggested |
| applied | critiqued | explored | located | recorded | summarized |
| appointed | decentralized | extended | made | recruited | supervised |
| appraised | decided | facilitated | maintained | reduced costs | surveyed |
| approved | decreased | financed | managed | reduced | sustained |
| arranged | defined | forecasted | marketed | re-established | synthesized |
| assembled | delegated | formed | mastered | regulated | systematized |
| assessed | delivered | formulated | measured | renegotiated | tailored |
| assigned | demonstrated | fostered | mediated | reorganized | taught |
| assisted | designated | founded | minimized | reported | tested |
| attained | designed | fulfilled | modernized | represented | tightened |
| audited | determined | functioned | modified | researched | traded |
| budgeted | developed | generated | monitored | resolved | trained |
| built | devised | governed | motivated | restored | transacted |
| calculated | diagnosed | guided | negotiated | retained | transferred |
| catalogued | directed | handled | observed | revamped | translated |
| categorized | discharged | helped | operated | reviewed | tutored |
| centralized | discovered | hired | organized | revised | uncovered |
| chaired | displayed | identified | oversaw | scheduled | undertook |
| changed | distributed | illustrated | participated | searched | updated |
| clarified | documented | implemented | performed | selected | used |
| coached | doubled | improved | persuaded | served | utilized |
| collaborated | drafted | improvised | pinpointed | shaped | verified |
| collected | dramatized | increased | pioneered | showed | wrote |
| combined | earned | influenced | planned | simplified | |
| communicated | edited | informed | predicted | sold | |
| compiled | effected | initiated | prepared | solicited | |
| completed | elicited | inspected | presented | solved | |
| composed | eliminated | inspired | presided | sorted | |

JOB SKILLS INVENTORY CHECKLIST

Purpose: The purpose of this skills inventory is to help you to be able to come up with different skills that you may be having a hard time thinking of yourself.

How to use the Skills Inventory: The following is a sample list of skills found in a cross section of careers. Circle every skill that applies to you. Jot down examples of situations in your professional life that demonstrate this skill. Then try to incorporate these skill into your resume.

- | | | |
|---------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| administering medication | enforcing rules and regulations | planning organizational needs |
| administering programs | entertaining people | predicting futures |
| advising people | estimating physical space | preparing written communications |
| analyzing data | evaluating programs | prioritizing work |
| analyzing problems | expressing ideas orally to individuals or groups | promoting events |
| auditing financial reports | finding information | proposing ideas |
| being thorough | gathering information | providing discipline when necessary |
| budgeting expenses | generating accounts | questioning others |
| calculating numerical data | handling complaints | raising funds |
| checking for accuracy | handling detail work | reading volumes of material |
| classifying records | imagining new solutions | recommending courses of action |
| coaching individuals | interacting with people at different levels | relating to the public |
| collaborating ideas | inventing new ideas | reporting information |
| collecting money | listening to others | running meetings |
| comparing results | maintaining a high level of activity | selling ideas |
| compiling statistics | making decisions | selling products |
| comprehending ideas | managing an organization | setting priorities |
| conducting interviews | meeting new people | setting up demonstrations |
| conducting meetings | meeting people | setting work/committee goals |
| coping with deadlines | motivating others | speaking to the public |
| counseling/consulting people | motivating others | summarizing information |
| creating new ideas | negotiating/arbitrating conflicts | supervising employees |
| deciding uses of money | operating equipment | taking personal responsibility |
| defining a problem | organizing files | teaching/instructing and training individuals |
| delegating responsibility | organizing tasks | thinking in a logical manner |
| determining a problem | overseeing operations | thinking of creative ideas |
| developing a climate of enthusiasm, teamwork, and cooperation | persuading others | writing for publication |
| developing plans for projects | picking out important information | writing letters, papers, proposals |
| displaying artistic ideas | planning agendas and meetings | writing reports |
| dramatizing ideas | | |
| editing work | | |
| enduring long hours | | |