

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. If you are an **international student** and your degree qualifies for STEM, add (STEM qualified) after your degree.
- **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 measureable 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.



SUMMARY OF QUALIFICATIONS

A Profile Summary (Summary of Qualifications) Statement can be used in place of an Objective. It provides the job seeker with a powerful marketing tool to ensure the employer sees their most impressive skills and experiences. **The statement is typically 3-5 bullet points in length or a short paragraph.** Be mindful of the following items when crafting your statement. Your Summary MUST:

- Highlight skills/experiences that are relevant to your future employer
- Avoid personal pronouns
- Be clear and concise

Below are example Summaries that can be used as a reference to get you started:

PROFILE SUMMARY

Experienced Leader with increasing domestic and international General Management accountability including Corporate Operations, Manufacturing, Marketing / Sales, and Engineering

- A strong team builder and leader that enjoys the challenge of acquisitions and integrations, organizational restructuring and turnaround, product development or expansion, and taking projects from concept through to completion
- Hands-on, customer oriented manager with strong capabilities in forming and implementing innovative and creative strategies, and dedicated to the principle of continuous improvement

SUMMARY

Senior Human Resources Professional, with demonstrated strengths that include assessing organizational needs, setting strategic direction, and implementing initiatives that enhance corporate performance, at an expanding company. Expertise includes: Staffing, Employee Relations, Succession Planning, Consulting, Union Avoidance, Negotiating, Problem Solving, Strategic Thinking, Management/Employee Development, Performance Coaching, Conflict Resolution, Team Building, Instructing - Workshop Facilitation. Trained in EEO/ADA Law, AAP Writing and Investigating Sexual Harassment complaints.

SUMMARY OF QUALIFICATIONS

Financial Executive with twenty-seven years of diversified experience as a Senior Audit Partner with Deloitte & Touche and as CEO of a boutique Investment Banking firm working with Fortune 500 companies, large foreign-based corporations, and middle market domestic companies. Industry experience includes consumer products, retail, wholesale, transportation and logistics, manufacturing, hi-tech, service companies, and investment companies. Strong interpersonal, analytical, and technical skills.

AREAS OF EXPERTISE

Application of GAAP	Due Diligence	Large Multi-national Businesses
Acquisition Financing	Globalization	Practice Management
Business Planning Processes	Risk Management	International Accounting Standards



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



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
administering programs
advising people
analyzing data
analyzing problems
auditing financial reports
being thorough
budgeting expenses
calculating numerical data
checking for accuracy
classifying records
coaching individuals
collaborating ideas
collecting money
comparing results
compiling statistics
comprehending ideas
conducting interviews
conducting meetings
coping with deadlines
counseling/consulting people
creating new ideas
deciding uses of money
defining a problem
delegating responsibility
determining a problem
developing a climate of
enthusiasm, teamwork, and
cooperation
developing plans for projects
displaying artistic ideas
dramatizing ideas
editing work
enduring long hours

enforcing rules and regulations
entertaining people
estimating physical space
evaluating programs
expressing ideas orally to
individuals or groups
finding information
gathering information
generating accounts
handling complaints
handling detail work
imagining new solutions
interacting with people at
different levels
inventing new ideas
listening to others
maintaining a high level of
activity
making decisions
managing an organization
meeting new people
meeting people
motivating others
negotiating/arbitrating
conflicts
operating equipment
organizing files
organizing tasks
overseeing operations
persuading others
picking out important
information
planning agendas and
meetings

planning organizational needs
predicting futures
preparing written
communications
prioritizing work
promoting events
proposing ideas
providing discipline when
necessary
questioning others
raising funds
reading volumes of material
recommending courses of
action
relating to the public
reporting information
running meetings
selling ideas
selling products
setting priorities
setting up demonstrations
setting work/committee goals
speaking to the public
summarizing information
supervising employees
taking personal responsibility
teaching/instructing and
training individuals
thinking in a logical manner
thinking of creative ideas
writing for publication
writing letters, papers,
proposals, reports

