

UNDERGRADUATE STUDENT RESUME GUIDE



- Keep your font size 10-12pt.
- Resumes for new or recent undergraduates should be 1 page in length
- Use present tense for things you are still involved in.
- Use paper that is a neutral color such as white, gray, or beige. Using resume paper is optional.
- Use action words and phrases and be specific when describing responsibilities and accomplishments in your experience and activities section.
- Use a professional email address, such as your first initial and last name, or your school email address.
- Include your LinkedIn Profile under contact information if the profile is strong.
- The experience section can include paid, unpaid, volunteer, internship, military, and related or unrelated experience.
- When listing computer or language skill levels, use the following terminology:
 - Computer: basic, working, proficient, or expert.
 - Language: basic, conversant, fluent.
- Put your resume in a padfolio or folder when attending interviews, information sessions, or job fairs.



- DO NOT mention any weakness or include any negative information on your resume.
- DO NOT submit your resume without proofreading it by hand to check for errors.
- DO NOT hyperlink your email address.
- DO NOT fold, staple, or otherwise damage the appearance of your resume.
- DO NOT use a lot of decorative line, boxes, shading, or shadowing.
- DO NOT use personal pronouns (I, my, etc.)
- DO NOT rely solely on your computer's spell checker to catch everything.
- DO NOT lie or exaggerate information.
- DO NOT include your references on your resume. Those should be on a separate sheet of paper.
- DO NOT include a photograph, salary expectations, or irrelevant personal data.
 - Personal data includes:
 - Interests
 - Marital Status
 - Health Status
 - Height & Weight
 - Social Security Number
 - Age
 - Religion
 - Citizenship Status
 - National Origin



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 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. Write down examples of situations in your professional life that demonstrate these skills. Then try to incorporate these skills 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
editing work

enforcing rules and
regulations
entertaining people
estimating physical space
evaluating programs
event planning
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 organizational needs
predicting futures
preparing written
communications
prioritizing work
promoting events
proposing ideas
public speaking
questioning others
raising funds
reading volumes of material
relating to the public
reporting information
running meetings
selling ideas
selling products
setting priorities
setting up demonstrations
setting work/committee goals
summarizing information
supervising employees
taking personal responsibility
teaching/instructin and
training individuals
thinking in a logical manner
thinking of creative ideas
writing for publication
writing letters, papers,
proposals
writing reports

