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

Use the Lerner Undergrad Resume Checklist as a guide for Handshake approvals.

UNIVERSITY OF DELAWARE
LERNER BUSINESS & ECONOMICS

Lerner Career Services
103 Alfred Lerner Hall · lernercareerservices@udel.edu
lerner.udel.edu/career-services

APPLICANT TRACKING SOFTWARE (ATS) – WHAT YOU NEED TO KNOW

With the advent of the big job boards, the good news is that just about anyone can apply for just about any job. The bad news for qualified candidates - and for recruiters and hiring managers – is that just about anyone does. That means that companies are overwhelmed with applications and need a system to sort through them all. In fact, big companies receive between 50,000 and 75,000 resumes *every week!*

What is Applicant Tracking Software?
The job of ATS is to screen through all of those resumes electronically, and select qualified candidates. Therefore, it is crucial that your resume is designed with this in mind – such as certain key words and an ATS friendly format. Otherwise, you could be the most perfect candidate for a job and your resume could be screened out!

Did You Know …?
- Because of the nearly universal use of ATS, 75% of resumes submitted for corporate roles are never seen by human eyes!
- On average, a corporate job will have 250 applicants
- 4 to 6 of those will be invited to an interview

ATS is *not smart* software. Many systems can't translate things like graphics, or tables. So the very things you put on your resume to *stand out* could get you eliminated instead.

How to Create an ATS-Ready Resume

1. Use simple sans serif fonts like Calibri or Helvetica.
2. Match the key words in your resume to the key words in the job posting *exactly*. For example, if the posting says *client support* your resume should say that too (even if customer service is really the same thing).
3. Do not use tables or templates with hidden outlines.
4. Avoid graphics, shapes and other non-text elements.
5. Don't use the "Insert Header" or "Insert Footer" functions when making your resume. They often can't be scanned by ATS systems.

UNIVERSITY OF DELAWARE
LERNER BUSINESS & ECONOMICS

Lerner Career Services
103 Alfred Lerner Hall · lernercareerservices@udel.edu
lerner.udel.edu/career-services

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 incorporate these skills into your cover letter.

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/instructing and training individuals
thinking in a logical manner
thinking of creative ideas
writing for publication
writing letters, papers, proposals
writing reports

UNIVERSITY OF DELAWARE
LERNER BUSINESS & ECONOMICS

Lerner Career Services
103 Alfred Lerner Hall · lernercareerservices@udel.edu
lerner.udel.edu/career-services

ACTION VERBS

Words you use to describe your experiences, activities, and other categories should convey skills you have developed and what you have to offer a potential employer. Do this by using strong action verbs and descriptive words to get the potential employers' attention. Be sure to use the correct tense and use the action verbs in concise phrases instead of complete sentences, and quantify them as often as possible. The following is a list of sample action verbs and phrases.

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
cataloged	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	