Creating a Resume

Don't use a template

.5" minimum margins

10pt-12pt font size

CONTACT INFORMATION:
* Your name should be 2 or 3 font sizes larger than the text
* Include only one phone number and one professional email address
* Street address is optional

EDUCATION:
* Full title of your degree/majors/minors
* Spell out "SAINT LOUIS UNIVERSITY"
* Your graduation date
* List GPA if 3.0 or above
* Include study abroad

EXPERIENTIAL LEARNING:
* Describe practicum, clinical preceptorship, student teaching
* Describe internship(s), co-ops
* Describe year-long senior projects

WORK EXPERIENCE:
* Describe positions you have held
* List in reverse chronological order
* Each bullet point starts with an action verb in appropriate tense

Common Headings:

* EDUCATION
* WORK EXPERIENCE
* EMPLOYMENT
* ACTIVITIES
* INVOLVEMENT
* LEADERSHIP
* VOLUNTEERING
* COMPUTER SKILLS
* TECHNOLOGY
* AWARDS and HONORS
* SUMMARY or PROFILE

Do Not Include:

* High school diploma
* High school awards/activities
* References
* The phrase: "References available upon request"
* "Objective" statement
* Personal pronouns

LEADERSHIP/INVOLVEMENT:
* List offices you have held and describe duties performed
* Describe skills you learned/used

Matthew Taylor
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PROFILE
Dynamic communication graduate seeking to combine academic knowledge with practical experience to develop promotional strategies. Incorporates practical experience in market analysis with well-developed communication skills to design successful campaigns via both print and digital media.

EDUCATION
Saint Louis University, St. Louis, MO — May 20XX
Bachelor of Arts in Communication, Minor in Spanish — GPA 3.2/4.0
  * Study Abroad: Saint Louis University-Madrid, Madrid, Spain — Spring 20XX

MARKETING RELATED EXPERIENCE
Market Research Project, **Chesterfield Mall**, Chesterfield, MO — Fall 20XX
  * Performed market research for mall manager in order to expand target segments.
  * Collected and analyzed data, designed promotion, recommended short- and long-term management strategies.
Intern, **Florida Power Corporation**, St. Petersburg, FL — Summers 20XX and 20XX
  * Assisted engineers and marketing personnel in Energy Conservation Department in designing, developing, and distributing public information literature, and in conducting public education programs.
  * Developed strong design and editing skills using InDesign and PowerPoint software.

WORK EXPERIENCE
Saint Louis University Office of Admission, St. Louis, MO — 20XX-present
Intern — 20XX-present
  * Supervise 15 student ambassadors to provide excellent customer service by offering constructive feedback.
  * Communicate with 200 prospective students via phone and email.
  * Provide support to 3 admissions counselors, including contacting high schools and arranging campus visits.
Ambassador/Tour Guide — 20XX-20XX
  * Provided tours and information to groups of up to 20 potential students and families.
  * Marketed the university effectively and positively by answering questions and providing resources.

LEADERSHIP EXPERIENCE
Relay for Life, Saint Louis University, St. Louis, MO — 20XX-present
Marketing Committee Member — 20XX-present
  * Designed and distributed promotional material using InDesign.
  * Researched and developed a marketing plan, resulting in 10% increase in campus participation.
  * Networked and obtained $800 in sponsorship from local vendors.
Phi Kappa Theta Fraternity, St. Louis, MO — 20XX-present
Philanthropy Chair — 20XX
  * Planned promotional strategy and goals for events that raised $10,000 for the Children's Miracle Network, doubling the previous year's donations.
Vice President, Public Relations — 20XX
  * Wrote national report relating chapter's internal and external relations projects, resulting in nomination for Outstanding Community Involvement Award 20XX.
  * Oversaw all publicity efforts related to Homecoming and philanthropic events.

SKILLS
Language: Fluent Spanish, Basic French
Software: Adobe InDesign & Photoshop, Microsoft Publisher & PowerPoint.

COMPOSING A BULLET STATEMENT

Before: *"I was responsible for training new employees."*

SKILLS		TASKS/ACTIVITIES		RESULTS
WHAT SKILLS DID I USE & ENHANCE? *Express as an action verb*	+	WHAT DID I DO? *Be descriptive and dynamic*	+	WHAT DID I ACCOMPLISH? *Describe impact*

Include quantifiable data as proof -- How much? How many?

After: *"Trained 15 new employees on office procedures, customer service, and database management which increased the productivity of the team and organization"*

SAINT LOUIS UNIVERSITY
CAREER SERVICES

Schedule an appointment: EAB Navigate or 314-977-2828
Walk-ins: 1-2 pm, Monday-Friday
Griesedieck Hall 130

Resume Action Verbs

- Start bullet statements with action verbs that describe work duties and accomplishments
- Avoid using the same verb more than once if possible – as a variety enhances your resume
- Review this list of possible synonyms categorized by the skills employers seek

Teamwork & Interpersonal	Analyticeck Skills	Organizing Skills	Teaching & Service
Advised	Adjusted	Arranged	Assessed
Arranged	Aligned	Categorized	Contracted
Collaborated	Assembled	Classified	Collaborated
Communicated	Calculated	Collaborated	Coordinated
Conducted	Catalogued	Collected	Corrected
Consulted	Clarified	Compiled	Counseled
Contributed	Computed	Coordinated	Demonstrated
Conveyed	Created	Developed	Designed
Convinced	Critiqued	Filed	Developed
Coordinated	Detailed	Generated	Encouraged
Created	Devised	Implemented	Evaluated
Demonstrated	Drafted	Improved	Facilitated
Developed	Engineered	Incorporated	Fostered
Directed	Financed	Maintained	Guided
	Endorsed	Organized	Identified
	Entertained	Programmed	Implemented
	Hosted	Refined	Inspired
	Influenced	Restructured	Integrated
	Informed	Reviewed	Lectured
	Mediated	Revised	Led
	Motivated	Solved	Listened
	Negotiated	Structured	Mediated
	Performed	Summarized	Moderated
	Planned	Synthesized	Monitored
	Promoted	Systemized	Planned
	Recommended	Updated	Presented
	Recruited		Responded
	Represented		Taught
	Sponsored		
	Supported		

Problem-Solving Skills

Adapted, Adjusted, Allocated, Analyzed, Assessed, Clarified, Collaborated, Completed, Consulted, Created, Decided, Delegated, Devised, Diagnosed, Endorsed, Ensured, Established, Examined, Executed, Expedited, Finalized, Identified, Implemented, Improved, Improvised, Incorporated, Initiated, Innovated, Instituted, Invented, Managed, Mediated, Negotiated, Recognized, Restructured, Solved, Streamlined, Suggested, Troubleshot

Research Skills	Leadership & Management	Communication Skills
Analyzed	Administered	Addressed
Assembled	Analyzed	Advised
Collaborated	Anticipated	Arbitrated
Collected	Assessed	Articulated
Communicated	Assigned	Clarified
Compiled	Attained	Connected
Conducted	Chaired	Corresponded
Demonstrated	Consolidated	Defined
Designed	Contracted	Developed
Devised	Coordinated	Drafted
Diagnosed	Delegated	Edited
Equated	Developed	Explained
Evaluated	Directed	Formulated
Examined	Empowered	Integrated
Extracted	Evaluated	Interpreted
Formulated	Executed	Interviewed
Identified	Improved	Led
Inspected	Increased	Listened
Interviewed	Initiated	Mediated
Investigated	Maintained	Moderated
Maintained	Monitored	Negotiated
Measured	Obtained	Organized
Observed	Organized	Persuaded
Operated	Overhauled	Presented
Questioned	Oversaw	Promoted
Recognized	Planned	Proposed
Refined	Prioritized	Publicized
Surveyed	Produced	Read
Synthesized	Recommended	Spoke
Tabulated	Restructured	Summarized
Tested	Strengthened	Synthesized
Theorized	Supervised	Translated
Verified	Supported	
Wrote		

Financial Skills

Allocated, Analyzed, Appraised, Audited, Balanced, Budgeted, Calculated, Compared, Compiled, Computed, Correlated, Examined, Forecasted, Formulated, Leveraged, Managed, Maximized, Planned, Processed, Projected, Recognized, Reconciled, Recorded, Reduced, Reported, Verified

Manual Skills

Adjusted, Assembled, Built, Cleaned, Constructed, Controlled, Created, Cut, Demonstrated, Devised, Dismantled, Drafted, Drew, Estimated, Evaluated, Fixed, Inspected, Maintained, Monitored, Operated, Programmed, Repaired, Scheduled, Tabulated

Selling Skills

Advised, Asked, Calculated, Closed, Communicated, Compared, Contacted, Contracted, Convinced, Differentiated, Influenced, Informed, Inspected, Negotiated, Persuaded, Promoted, Recommended, Represented, Reviewed

Creative Skills

Acted, Composed, Conceived, Conceptualized, Created, Designed, Developed, Directed, Established, Fashioned, Founded, Illustrated, Improvised, Integrated, Introduced, Invented, Originated, Performed, Planned, Revitalized, Shaped, Translated