

CREATING A RESUME

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
- Full street address is not required

Common Headings

- Education
- Work Experience
- Employment
- Activities
- Involvement
- Leadership
- Volunteering
- Computer Skills
- Technology
- Awards and Honors
- Summary or Profile

Ima Plyen
 ima.plyen@slu.edu | (123) 456-7890 | linkedin.com/in/ima-plyen

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

EDUCATION
Saint Louis University
 Bachelor of Arts in Communication, Minor in Spanish
 Study Abroad: Saint Louis University-Madrid

St. Louis, MO
 May 202X
 Madrid, Spain

RELATED EXPERIENCE
 Chesterfield Mall
Market Research Project
 September 202X-November 202X

- Performed market research for mall manager in order to expand target segments
- Collected and analyzed data, recommended short and long-term management strategies, and designed promotions

Florida Power Corporation
Intern
 June-August 202X and June-August 202X

- Assisted engineers and marketing personnel in the Energy Conservation Department with designing, developing, and distributing public information literature, and conducting public education programs
- Developed strong design and editing skills using InDesign and PowerPoint software

WORK EXPERIENCE
 Saint Louis University Office of Admission
Intern
 September 202X-Present

- Supervised 15 student ambassadors to provide excellent customer service by offering constructive feedback
- Communicated with 200 prospective students via phone and email to ensure prompt customer service
- Provided support to 3 admissions counselors, including contacting high schools and arranging campus visits

Ambassador/Tour Guide
 September 202X-202X

- 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
 Saint Louis University
 Relay for Life
Marketing Committee Member
 October 202X-Present
 March 202X-Present

- Designed and distributed promotional material using InDesign to enhance our organization's brand
- Researched and developed a marketing plan, resulting in a 10% increase in campus participation
- Networked and obtained \$800 in sponsorship from local vendors

Phi Kappa Theta Fraternity
Philanthropy Chair
 January 202X-Present

- Planned promotional strategies and goals for events that raised \$10,000 for the Children's Miracle Network, doubling previous year's donations

Vice President, Public Relations

- Wrote a national report relating chapter's internal and external relations projects, resulting in nomination for the 2024 Outstanding Community Involvement Award
- Oversaw all publicity efforts related to Homecoming and philanthropic events

SKILLS

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

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 the past tense

Skills Section:

- Optional
- Include hard skills such as technology, languages, and certifications
- Save soft skills for accomplishment statements

Leadership/Involvement:

- List offices you have held
- Describe duties performed
- Describe skills you learned/used

General Reminders

- 0.5" minimum margins
- 10-12pt font size
- AI can help you build a resume, but you will need to revise it further
- Don't use a template
- Don't include high school information after sophomore year
- Don't provide references or use the phrase "References available upon request"
- Don't use an "Objective" statement
- Don't use personal pronouns

Composing a Bullet Statement

<p>Before: "I was responsible for new employees."</p>	<p>1) Skills What skills did I use? (Express as a past-tense action verb.)</p>	<p>2) Tasks/Activities What did I do? (Be descriptive and dynamic.)</p>	<p>3) Results What did I accomplish? (Describe impact.)</p>	<p>After: "Trained 15 new employees on office procedures, customer service, and database management which increased the productivity of the team and organization."</p>
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Include quantifiable data as proof - How much? How many?

SAMPLE RESUME: Your resume will be unique to you and customized accordingly. Be sure to contact Career Services for a review either by scheduling an appointment on Navigate360, calling (314) 977-2828, or by submitting your document in Handshake.

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

Research	Leadership & Management	Communication	Problem-Solving
<ul style="list-style-type: none"> - Analyzed - Assembled - Collaborated - Collected - Communicated - Compiled - Conducted - Demonstrated - Designed - Devised - Diagnosed - Equated - Evaluated - Examined - Extracted - Formulated - Identified - Inspected - Interviewed - Investigated 	<ul style="list-style-type: none"> - Administered - Analyzed - Anticipated - Assessed - Assigned - Attained - Chaired - Consolidated - Contracted - Coordinated - Delegated - Developed - Directed - Empowered - Evaluated - Executed - Improved - Increased - Initiated - Maintained 	<ul style="list-style-type: none"> - Addressed - Advised - Arbitrated - Articulated - Clarified - Connected - Corresponded - Defined - Developed - Drafted - Edited - Explained - Formulated - Integrated - Interpreted - Interviewed - Led - Listened - Mediated - Moderated 	<ul style="list-style-type: none"> - Adapted - Adjusted - Allocated - Analyzed - Assessed - Clarified - Collaborated - Completed - Consulted - Created - Decided - Delegated - Devised - Diagnosed - Endorsed - Ensured - Established - Examined - Executed - Expedited
<ul style="list-style-type: none"> - Maintained - Measured - Observed - Operated - Questioned - Recognized - Refined - Surveyed - Synthesized - Tabulated - Tested - Theorized - Verified - Wrote 	<ul style="list-style-type: none"> - Monitored - Obtained - Organized - Overhauled - Oversaw - Planned - Prioritized - Produced - Recommended - Restructured - Strengthened - Supervised - Supported 	<ul style="list-style-type: none"> - Negotiated - Organized - Persuaded - Presented - Promoted - Proposed - Publicized - Read - Spoke - Summarized - Synthesized - Translated 	<ul style="list-style-type: none"> - Finalized - Identified - Implemented - Improved - Improvised - Incorporated - Initiated - Innovated - Instituted - Invented - Managed - Mediated - Negotiated - Recognized - Restructured - Solved - Streamlined - Suggested - Troubleshoot
Teamwork & Interpersonal	Analytical	Organizational	Teaching & Service
<ul style="list-style-type: none"> - Advised - Arranged - Collaborated - Communicated - Conducted - Consulted - Contributed - Conveyed - Convinced - Coordinated - Created - Demonstrated - Developed - Directed - Endorsed - Entertained - Hosted - Influenced - Informed - Mediated 	<ul style="list-style-type: none"> - Adjusted - Aligned - Assembled - Calculated - Catalogued - Clarified - Computed - Created - Critiqued - Detailed - Devised - Drafted - Engineered - Financed - Organized - Programmed - Refined - Restructured - Reviewed - Revised 	<ul style="list-style-type: none"> - Arranged - Categorized - Classified - Collaborated - Collected - Compiled - Coordinated - Developed - Filed - Generated - Implemented - Improved - Incorporated - Maintained - Placed - Planned - Processed - Proposed - Sorted - Systemized 	<ul style="list-style-type: none"> - Assessed - Contracted - Collaborated - Coordinated - Corrected - Counseled - Demonstrated - Designed - Developed - Encouraged - Evaluated - Facilitated - Fostered - Guided - Identified - Implemented - Inspired - Integrated - Labeled - Led
<ul style="list-style-type: none"> - Motivated - Negotiated - Performed - Planned - Promoted - Recommended - Recruited - Represented - Sponsored - Supported 	<ul style="list-style-type: none"> - Solved - Structured - Summarized - Synthesized - Systemized - Updated 	<ul style="list-style-type: none"> - Listened - Mediated - Moderated - Monitored - Planned - Presented - Responded - Taught 	
Sales	Manual Skills	Finance	Creative
<ul style="list-style-type: none"> - Advised - Asked - Calculated - Closed - Communicated - Compared - Contacted - Contracted - Convinced - Differentiated - Influenced - Informed - Inspected - Negotiated - Persuaded - Promoted - Recommended - Represented - Reviewed 	<ul style="list-style-type: none"> - Adjusted - Assembled - Built - Cleaned - Constructed - Controlled - Created - Cut - Demonstrated - Devised - Dismantled - Drafted - Drew - Estimated - Evaluated - Fixed - Inspected - Maintained - Monitored - Operated 	<ul style="list-style-type: none"> - Allocated - Analyzed - Appraised - Appraised - Balanced - Budgeted - Calculated - Cut - Demonstrated - Devised - Computed - Correlated - Examined - Forecasted - Formulated - Leveraged - Managed - Maximized - Planned - Processed - Projected 	<ul style="list-style-type: none"> - Recognized - Reconciled - Recorded - Reduced - Reported - Verified
<ul style="list-style-type: none"> - Shaped - Translated 	<ul style="list-style-type: none"> - Acted - Composed - Conceived - Conceptualized - Created - Designed - Developed - Directed - Established - Fashioned - Founded - Illustrated - Improvised - Integrated - Introduced - Invented - Originated - Performed - Planned - Revitalized 		

To schedule an appointment, call 314-977-2828 or go to [Navigate360](#) in mySLU Tools
 Department location: 130 Griesedieck Hall