

Your resume gives the first impression of you to a potential employer and is critical in determining if you will get an interview. It summarizes your experiences, skills, and education concisely and effectively. You may need several versions — *each should be targeted towards different types of positions you may be seeking* (a generic resume is less likely to land you an interview). A resume may also be needed in other situations, such as applying to graduate schools or for scholarships.

For more resume writing assistance...

- Make an **appointment with your Career Advisor** or check online for **workshops**.
- Leave your resume at the SCC front desk for **overnight review** by a Career Advisor.
- Ask at the front desk for **Career Peer Advisor's resume review** times.
- Check out **Onetonline.org** for career exploration and job analysis information.

Uploading a Resume into Bradley netWORK: Uploading your resume allows you to apply for jobs through Bradley netWORK to make it visible to employers. Visit the Student Job Search Process page on the SCC website for more help. Mark “yes” when asked in your Profile.

Resume Styles

- **Chronological Format:** This common style is used when seeking a position related to your education and experiences. Information is listed in reverse chronological order within each section and descriptions of responsibilities and achievements listed under each experience.
- **Function Format:** This style is useful if seeking a position not directly related to your degree or work experiences. Information is listed under major skill headings with job titles, employers, and dates listed separately. Speak with your career advisor if you need assistance with this type of resume.

Resume Appearance

- **Length:** Resume length varies with career field and experience. Most current or recent graduates should have a resume no longer than one page.
- **Margins:** Set to no more than 1 inches and no less than .5 inches on all sides.
- **Paper:** Use quality paper and a quality printer. White or off-white paper is best.
- **Font:** Use standard fonts such as Times New Roman or Arial in a readable font size (11- or 12-point). Limit different font styles—bolding and **CAPITALIZATION** are the best methods to make information stand out. Use black ink only.
- **Bullets:** Solid dots (•) or squares (■) are best.
- **File Type:** Write your resume in Microsoft Word and save as Last name_First name Resume.doc. *Avoid resume templates. Save the document as an Adobe PDF before sending to an employer.*
- **Proofread:** Your spelling and grammar must be **flawless**. Ask several friends to proofread. Submit to your Career Advisor for a final proof.

Resume Elements

Contact Information: Full name, limited street (city, state, zip), phone number with area code, and appropriate email address (you may want to create a new email account to use for your job search).

Certification or Exams (*optional*): For relevant career fields only.

Education: List degrees in reverse chronological order including institution, city, state, degree, major (and concentration, if appropriate), minor, and year of graduation (for Expected Graduation list month and year). Many employers want to see a GPA (overall or major, list whichever is higher). Study abroad may also be listed in this section.

Relevant Courses (*optional*): List course titles (not course numbers) relevant to the position you are seeking. *Senior projects should be treated as its own section, similar to Related Experience.*

Related Experience: In reverse chronological order, list work experiences, paid and unpaid (including internships), related to your career field. Fields such as teaching, health fields, etc., may also have a section entitled Field or Clinical Experience. Course projects, Senior projects, and field-related Research are also considered forms of Related Experience.

Include employer, city, state, job title, and dates of employment. Underneath put a concise bulleted list of accomplishments, responsibilities, and skills utilized in the experience; try to start each bullet with an action verb (see the following list).

Other Work Experience: List work experiences, paid and unpaid, that are NOT related to your career field. Be selective. While it is important to show work history, it is not necessary to include every job you've ever had. Use same style as Related Experience.

Honors: May be a separate section or a combined section name Activities and Honors. May include honor societies, awards, scholarships, Dean's List, etc. with dates.

Activities: List most relevant activities first with dates. May add hobbies and interest if they are relevant or reveal characteristics important to job or leadership experience.

Skills (*optional*): Any relevant skills, such as computer hardware or software, foreign languages, sign language, laboratory skills, or other skills important to your career field.

References: Do ***NOT*** list your reference. Have a separate prepared list of 3-5 references available (full name, title, organization, phone, and email) with your name at the top of the page. *Ask permission prior to listing individuals as references.*

Miscellaneous tips: Do not include personal information such as marital status, age, ethnic origin, etc. In general, do not include high school information once you've completed your sophomore year of college.

Keywords: These are the basis of most electronic search and retrieval processes. Tailor your resume using keywords found within the job description. These are actual skills (i.e., "marketing professional," "3-5 years' public relations experience") not buzzwords.

Action Verbs

Leadership & Management

Administered	Guided	Organized
Attained	Headed	Performed
Conducted	Hired	Produced
Contracted	Implemented	Reduced
Controlled	Incorporated	Repositioned
Coordinated	Initiated	Retained
Directed	Instituted	Revised
Employed	Maintained	Strengthened
Enacted	Managed	Supervised
Exceeded	Marketed	Trimmed
Executed	Monitored	Turned around
Expanded	Motivated	Undertook
Grouped	Obtained	

Promotion & Sales

Accounted for	Influenced	Recommended
Convinced	Launched	Represented
Generated	Marketed	Secured
Improved	Persuaded	Targeted
Increased	Promoted	

Promotion & Sales

Advised	Decreased	Redesigned
Analyzed	Distributed	Reorganized
Arranged	Enlarged	Restructured
Budgeted	Examined	Reviewed
Calculated	Expanded	Revised
Cataloged	Facilitated	Scheduled
Collaborated	Generated	Sponsored
Consulted	Improvised	Strengthened
Compared	Increased	Synthesized
Compiled	Indexed	Systematized
Completed	Leveraged	Verified

Research & Development

Analyzed	Differentiated	Researched
Automated	Equated	Searched
Classified	Experimented	Solved
Designed	Invented	Structured
Determined	Investigated	Synthesized
Developed	Related	Theorized

Problem-Solving

Assured	Eliminated	Pioneered
Accomplished	Evaluated	Proposed
Awarded	Handled	Recruited
Balanced	Identified	Resolved
Closed	Improved	Satisfied
Corrected	Investigated	Sorted
Determined	Mediated	Strengthened
Diverted	Negotiated	Surpassed

Interpersonal Communications

Approved	Facilitated	Prepared
Counseled	Instructed	Presented
Demonstrated	Interviewed	Presided
Disseminated	Moderated	Served as
Edited	Participated	Wrote

Initiative & Creativity

Arranged	Enhanced	Prepared
Conceived	Formulated	Produced
Created	Initiated	Refined
Designed	Invented	Reshaped
Developed	Innovated	Resolved
Devised	Originated	Solved
Enabled	Packaged	Structured

YOUR NAME

Mailing Address • City, State ZIP code • 312-555-1234 • BUNetID@mail.bradley.edu
Address may be removed from online versions of your resume to protect your privacy

OBJECTIVE: Include type (internship, full-time, etc.), title, timeframe (for internship), and employer name. [OPTIONAL]

CERTIFICATION or EXAMS (typically used in teaching, actuarial science, nursing, and other fields) [OPTIONAL]

- Name of certification - month year (or, expires month year)
- Exam name – month, year (taken or passed)

EDUCATION

Bradley University, Peoria, IL

Bachelor of [Arts or Science] in [Major], Expected Graduation [month, year]

- Minor, Area of Concentration or Study Abroad experience [OPTIONAL]
- Overall GPA: x.xx and/or Major GPA: x.xx (4.0 scale) [OPTIONAL]

RELEVANT COURSES [OPTIONAL]

- Name of course, not course number
- Typically in field of study or supporting skill
- Upper level, not introductory courses
- Labs may be noted with course name
- May be removed after experience is gained
- Arrange by order of importance

RELATED EXPERIENCE

(May include internships, and/or significant undergraduate and graduate course projects and research relevant to field.)

Employer/Organization, City, State

Job Title. Dates employed (may be “summers of”)

- Description of accomplishments, responsibilities, skills utilized
- Begin each phrase with an action verb and use keywords
- Provide details (numbers, dollar amounts, ages, explanations, how you did something, etc.)

Job Title. **Employer/Organization**. City, State. Dates employed (may be “summers of”) [ALTERNATE STYLE]

- Each bullet should support your “goal”
- Show transferrable skills and special knowledge related to the advertised position
- Bullet formula - Strong Action Verb + Describe Skills Used or Task Completed + Result or Value Added

ADDITIONAL EXPERIENCE

(May also include VOLUNTEER or LEADERSHIP EXPERIENCE as well as research and graduate assistantships)

Job Title. **Employer/Organization**. City, State. Dates employed (may be “summers of”)

- Bullets in this area should show relevant/related skills used in the advertised position
- Avoid personal pronouns such as I, me, we, you, and they throughout the resume

HONORS and ACTIVITIES (may break these into separate sections) [OPTIONAL]

- Organization name, year(s)
 - Leadership role(s) (if significant and related, consider detailing in LEADERSHIP EXPERIENCE)
 - Brief explanation of involvement [OPTIONAL]
- Honor name, year(s) received or inducted

SKILLS (show actual, measurable industry-relevant skills needed for the position)

- Computer skills (specify languages, software applications, hardware/networking knowledge, etc.)
- Foreign/Sign Language skills (indicate proficiency level, example – conversational)
- Laboratory skills (equipment, tools, techniques)
- Other skills relevant to your major or the field you wish to enter

Don't forget to review your document for spelling and grammar errors