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General Résumé Guidelines

YOUR RÉSUMÉ MAY TAKE HOURS TO PREPARE

Give yourself time to write and rewrite; then have your résumé critiqued by a mentor, friend, trusted advisor, or email it to a career consultant in the Career Development Center.

A ONE-PAGE RÉSUMÉ IS SUFFICIENT FOR MOST STUDENTS

Your résumé does not have to list every position you've held or every activity in which you've been involved. If you have a lot of experiences, only include what is relevant to the position for which you are applying.

AVOID TEMPLATES/WIZARDS

Résumé templates or wizards may seem helpful, but it can be very hard to make changes or move things around when using one. It is important to customize your résumé to best represent your strengths. We recommend using a blank Word document that will give you the flexibility you need.

CUSTOM DESIGN YOUR RÉSUMÉ FOR EACH POSITION

You should change your objective/summary with each position for which you apply, and if necessary, change the content and/or the format so that it best compliments each specific position.

CATCH THE READER'S EYE

Readers prefer statements that begin with bullets, bold print, and indentions to guide their eyes quickly to the main points. Stick to one font so that your résumé doesn't look cluttered and organize the information so that it is visually appealing and easy to follow.

ACCENTUATE THE POSITIVE

Your résumé is the first impression most employers will have of you, and how well you write indicates what type of employee you might be. Highlight accomplishments, not mere duties. Don't just list what you did; show how you contributed to the organization. Quantify your statements with numbers, statistics, and percentages when possible.

USE ACTION VERBS

Most of the résumé is devoted to accomplishment statements. These statements should begin with action verbs (e.g., created, delegated, developed) because they are more engaging than passive verbs (e.g., took, had). For activities you are currently engaged in, use present tense verbs (e.g., supervise, develop, implement). For past activities, use past tense verbs (e.g., supervised, developed, implemented).

DO NOT INCLUDE

Do not include religion, race, gender, marital status, height/weight, birthplace, date of birth, or a photograph. High school information should only be included if you are applying for an internship and/or it is relevant.

HELPFUL TIPS!

- Be consistent with fonts, dates, margins, and tabs.
- Use a professional email address.
- Be brief and succinct in your descriptions.
- Use an easy to read font (10 to 14 pt. font).
- Name should be the only text bigger than 10 – 14 pt. font (up to 18 or 20 pt. font size is sufficient).
- Do not go overboard with bold, underline, and italics.
- Spell things out (followed by its acronym in parentheses).
- Remember to write to the reader – What is important to them? What are they interested in?
- A GPA of 3.0 and above is considered competitive and can be listed. A GPA below 3.0 should never be listed, unless specifically asked for by the entity/company to which you are applying.
- Once you're finished writing your résumé, put it away for a day; then **PROOFREAD** it again!



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Accomplishment Statements

WHAT IS AN ACCOMPLISHMENT STATEMENT?

An accomplishment statement on your résumé is meant to demonstrate your relevant skills and accomplishments through previous experiences. Rather than emphasizing the tasks performed in a role, accomplishment statements will show how you can make a positive contribution.

FORMULA FOR WRITING A STRONG ACCOMPLISHMENT STATEMENT

ACTION VERB + WHAT YOU DID (TASK) + RESULT (*quantifiable when possible*)

EXAMPLE:

Developed a new customer service plan, which resulted in a 15% increase in repeat business.

EXERCISE:

1. List some of your past job titles, student leadership positions held, volunteer experiences, or significant academic projects
2. Write the duties and tasks associated with each of these experiences
3. Think of the skills/accomplishments associated with these tasks
4. Write an accomplishment statement! Don't forget to start with an action verb (See action verb handout for suggestions)

BEFORE: TASK

Supervised staff

Followed up with customers

Operated cash-register

AFTER: ACCOMPLISHMENT STATEMENT

Trained and supervised two employees in compliance with policies and procedures

Communicated with customers to discuss new products and services during routine follow-up calls, resulting in a 25% increase in upselling

Managed cash and credit transactions and balanced register at the end of each shift with consistent accuracy

NOW YOU TRY!

EXPERIENCE: _____

TASK:

ACCOMPLISHMENT STATEMENT:



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Basic Résumé Template

NAME

Phone Number | Email | URL to your LinkedIn Profile (if you have a strong online profile) or professional website/portfolio (if applicable)

SUMMARY OF QUALIFICATIONS

- Margins should be half an inch (0.5) or three-quarters on an inch (0.75) or one inch (1.0) on all four sides.
- Font size of résumé content should be anywhere between 10 and 14 pt. dependent upon font used.
- Use traditional fonts and bullet points.
- The summary should grab the reader's attention and should include 5 to 7 accomplishments.
- Use action verbs throughout your résumé.
- Omit all uses of pronouns, including "me", "my," or "I"; also, the use of "an", "the", and "a".

EDUCATION

Current Degree and Major

(Spell this out; do not use abbreviations an employer will not understand)

(examples: Bachelor of Arts in Psychology | Bachelor of Business Administration in Marketing)

Month Year (anticipated completion date or completion date)

(examples: Anticipated: Month Year | Month Year | Expected: Month Year)

Name of Institution, City, State

(Include GPA if 3.0 or better)

(Do not include schools from which you did not obtain a degree)

EXPERIENCE

Current or Most Recent Job Title, Company Name, City, State

Year-Year

- Each résumé sections should be reverse chronological order (most recent first).
- Target/tailor your résumé content for each specific opportunity to which you apply.
- List relevant accomplishments within your job duties. Do not just list job duties and tasks.
- Use transferable skills and action verbs to show what you accomplished and how it is of benefit to an employer.

LEADERSHIP EXPERIENCE

- Keep your résumé to one (1) page. The only exception is a curriculum vitae (CV) and/or someone with well over 7+ years of experience in their field/industry.
- School and Professional Memberships—Position held, Year-Year.
- Awards, Certifications, Publications, Scholarships, etc.
- Don't be vague! State specific examples of things you have done.

ADDITIONAL RÉSUMÉ SECTIONS

- Do not list high school content if you are classified as a sophomore, junior, or senior; unless it is relevant to your field/industry.
- You can list relevant coursework as a résumé section, but do not list every course completed.
- You can include any of the following sections: Technology | Projects | Volunteer Experience | Honors/Awards/Scholarships | Clubs/Organizations/Professional Membership, etc.
- A Relevant Projects section is a great way to show how you can apply your educational knowledge, skills, and abilities to an employer.



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Chronological Résumé

JANE DOE

817-123-4567 | janedoe@mavs.uta.edu

SUMMARY OF QUALIFICATIONS

- Top-notch administrator with more than 5 years of experience in finance.
- M.B.A. with extensive training in seminars for working professionals.
- Outstanding productivity both as a loan officer and as a supervisor.
- Unique combination of expertise in mortgage banking, training, sales, and finance.
- Dynamic leader and team builder, consistently motivating others toward success.

EDUCATION

Master of Business Administration May 20XX
University of Texas at Arlington, Arlington, TX

Bachelor of Business Administration in Marketing May 20XX
West Virginia University, Morgantown, WV

PROFESSIONAL EXPERIENCE

Mortgage Madness, Pleasant Hill CA 20XX—Present

Director of Sales and Training

- Managed eight loan officers, with responsibility for \$288 million in production, plus full responsibility for all training.
- Designed and led seven monthly training sessions, including broker education and product knowledge seminars, sales strategy and training.
- Reported directly to the president of the company.

Dale Carnegie, Inc., San Rafael CA 20XX— Present

Dale Carnegie Instructor

- Trained top-level managers of Fortune 500 companies.
- Named "Bay Area Instructor of the Year" in 20XX.
- Consistently reached 93 percent figure for students graduating.

Maudlin Mortgage, Rustic City CA 20XX—20XX

Loan Officer

- Developed expertise in all areas of residential financing, including builder business, portfolio loans, Fannie Mae, and Freddie Mac investor loans.
- Top producing loan officer for Maudlin in 20XX.
- Built a large client base by successfully implementing relationship selling.