

Resume/CV Writing Guide – 2019-2020

A well-crafted, targeted resume can open doors and give you an edge when applying for internships, jobs, scholars programs and other activities. The tips provided in this guide are to make your resume appealing and easily readable when printed or viewed/scanned digitally by recruiters or application software. Besides using this guide, you may view student resume samples posted in Buttrick G-26.

CONSISTENT, PLEASANT FORMATTING: Experts say that recruiters spend about 10 seconds scanning a resume before deciding whether to read it closely. For online applications, a computer scans and rates your resume. *Therefore, your resume needs 1-column formatting, white space, and compelling content.*

We recommend that you use one of Agnes Scott's downloadable templates (see example at end of this guide; all templates are on our website). If you choose not to use a template, adhere to the formatting guidelines below:

- **Margins:** .8" to 1"
- **Length:** Resumes - one page; CVs are longer and require more sections (see below under Section Titles)
- **Font:** All black, easy-to-read/scan font like Calibri, Arial, Arial Narrow, or Georgia
- **Font Size:** 10-12 point for body; 14-18 point for your name (centered or left justified, NOT in header)
- **Bold:** Use sparingly and consistently to emphasize school/organization names
- **Italics:** Use sparingly and consistently to emphasize position titles and your intended degree
- **Tables/columns/text boxes/headers/footers/underlining/graphics/symbols/colors:** Avoid all of these; they are either too informal or are unreadable by online application software
- **Bullets:** Use round or square solid, black bullets; begin with verb; avoid personal pronouns: "I", "we"; etc.

PROFESSIONAL, ACCURATE CONTACT INFORMATION: Use an appropriate email address (student or other) and phone number with a professional voicemail message. Make sure you check them regularly and answer the phone professionally. Addresses are not needed on a resume except for federal and some academic applications.

MEANINGFUL SECTION TITLES: Organize your information into logical categories. Standard resume sections are: EDUCATION, EXPERIENCE, LEADERSHIP (or CAMPUS & COMMUNITY INVOLVEMENT), and SKILLS. Employers no longer prefer an Objective on a resume; your cover letter states your internship/job objective.

*CVs: If you're a junior/senior pursuing research positions or grad school, you may extend the document to two pages, *if* you have significant LAB/RESEARCH EXPERIENCE, PRESENTATIONS, or PUBLICATIONS. Add section titles.

Education:

- List the full name of the degree you are pursuing: *Bachelor of Arts/Science in Major* (if decided)
- GPA: Include if 3.0 or above; List Major GPA instead if it is higher
- Relevant Coursework: List names of high level courses (e.g. Econometrics for Econ majors) or elective coursework you have taken/are taking related to position you are seeking; separate courses with commas
- Global Journeys/Study Abroad: Describe topics you're studying/studied and what you're doing/did on trip
- High School: Remove by the end of your sophomore year, unless you graduated from a top high school in the city where you are searching for a position

Experience (in many forms): Relevant experience comes from many situations including internships (both paid and unpaid) and part-time, summer, and work-study jobs. Review jobs/internships of interest. In your resume, include recent experiences that best showcase how your strengths align with these positions' requirements.

List positions you hold/held in reverse chronological order (by end date), beginning with the current or most recent position. Use 2-4 bullets per position to make it easy for the reader to scan the resume.

- Start each bullet with an action verb (see attached list) and describe what you did/do, for whom and why, including the outcome. Do NOT begin bullets with “Responsible for” or “Duties included.”
- For current positions, use “I” form of the present tense verb. Use past tense if you’re no longer in the role.
- Do not use personal pronouns (I, my, our, etc.) Avoid informal language, slang, and unfamiliar acronyms.
- Each bullet point must be clear, truthful, and comprehensive. Provide impressive details as opposed to vague descriptions; however, try to not to exceed 2 lines per bullet.
- Think of SAR: each bullet point should describe a specific **Situation**, the **Action(s)** you took, and the **Results** you achieved. Examples:
 - Research and organize information on 100+ Metro Atlanta companies’ hiring plans and practices to create directory of entry level job opportunities for students
 - Selected by faculty to tutor peers in 200-level Chemistry and Biology courses for four hours per week; trained to identify learning challenges and teach strategies for improved retention
 - Oversaw team of six orientation leaders to create and execute schedule of student bonding activities for first-year students, improving program satisfaction ratings by 10% over previous year
- Under each position, list most impressive/relevant bullet first. Save “basic” tasks for last bullet or omit.

Leadership (or Campus & Community Involvement): Employers like to see students involved on and off-campus. List any college-level leadership positions you held and describe your accomplishments in each role. Also list any activities that may not have involved leadership but show dedication and accomplishment.

- Rather than stating the purpose of the club, student government, or other group in the bullets, *describe ways you specifically have positively impacted its success or your campus/local community.* Examples:
 - Collaborate with the executive board to plan campus-wide educational events such as...
 - Engage children from low income families for 2 hours each week in reading and math activities
 - Train year-round with 23 team members and compete in 7 games per month during fall season
 - Research and write 2-3 world news articles per month to be published on *The Profile’s* website
 - Volunteer several times each semester to support local nonprofits by...

Skills: Only include hard, testable skills such as specific software, language or lab proficiencies.

KEY, INDUSTRY-SPECIFIC WORDS: Keywords are typically nouns used by application software to sort/score digital resumes. Recruiters, human resources staff and hiring managers also look for keywords as they scan resumes. Identify key words by reading postings of desired jobs/internships. Use them in your resume, where genuine.

REFERENCES: *Unless requested, do NOT include references or state “References Available Upon Request.”*

- If asked to submit references, list names on a separate page with contact information and how they know you. Label the page with your name and contact info in case it becomes separated from your resume.
- Ask supervisors, professors or community leaders who can speak to your dedication, integrity, and ability.

PROFESSIONAL PRESENTATION: Spell check, grammar check, and PROOF. Have someone you trust proof. To preserve formatting, save your resume as a PDF before sending. Don’t send your resume in Word unless directed. If offering your resume in person, print or copy on ≥ 20 lb weight white or off-white paper.

For resume review (usually in 5 business days), upload your resume to: agnesscott.joinhandshake.com/login or come to office hours during the school year: Wednesdays & Thursdays 2:00-4:00pm in Buttrick G-26.

List of Action Verbs for Resumes & Professional Profiles

Communication

Address	Consult	Document	Incorporate	Meet	Promote	Respond
Advertise	Contact	Draft	Influence	Motivate	Publicize	Solicit
Arrange	Convey	Edit	Inform	Negotiate	Publish	Specify
Ascertain	Convince	Educate	Interact	Network	Question	Speak
Author	Correspond	Enlist	Interpret	Observe	Recruit	Suggest
Brief	Define	Explain	Interview	Outline	Refer	Summarize
Collaborate	Describe	Express	Involve	Participate	Reinforce	Synthesize
Communicate	Develop	Follow-up	Lecture	Persuade	Report	Translate
Compose	Direct	Formulate	Market	Present	Resolve	Write

Creative/Entrepreneurial

Act	Create	Drive	Illustrate	Model	Photograph	Review
Adapt	Customize	Entertain	Imagine	Modernize	Plan	Revise
Advertise	Design	Execute	Influence	Modify	Present	Revitalize
Broaden	Develop	Exhibit	Initiate	Motivate	Produce	Shape
Collaborate	Discover	Explore	Inspire	Originate	Recommend	Sketch
Combine	Display	Fashion	Institute	Outline	Redesign	Spark
Conceive	Draw	Forge	Invent	Perform	Reengineer	Spearhead
Conceptualize	Demonstrate	Formulate	Lead	Persuade	Reshape	Transform

Financial

Account for	Audit	Control	Determine	Manage	Prepare	Reconcile
Administer	Balance	Correct	Estimate	Measure	Procure	Reduce
Allocate	Budget	Create	Finance	Model	Project	Research
Analyze	Calculate	Cross-	Forecast	Monitor	Purchase	Streamline
Align	Computer	reference	Increase	Plan	Quantify	Transfer

Helping

Advise	Assess	Counsel	Enlist	Guide	Prescribe	Represent
Advocate	Assist	Diagnose	Ensure	Inspire	Protect	Serve
Aid	Coach	Educate	Evaluate	Moderate	Prevent	Simplify
Answer	Collaborate	Enable	Facilitate	Observe	Refer	Support
Arrange	Contribute	Encourage	Foster	Predict	Rehabilitate	Volunteer

Research

Accumulate	Clarify	Design	Evaluate	Hypothesize	Locate	Study
Acquire	Collect	Detect	Examine	Identify	Modify	Summarize
Amplify	Compare	Determine	Experiment	Inspect	Organize	Survey
Analyze	Conduct	Discover	Extract	Interpret	Process	Test
Calculate	Critique	Disprove	Formulate	Interview	Review	Troubleshoot
Chart	Diagnose	Dissect	Gather	Investigate	Research	

Leadership/Management

Accomplish	Conduct	Devote	Formulate	Leverage	Preside	Revitalize
Administer	Consolidate	Direct	Generate	Manage	Prioritize	Reward
Adjust	Consult	Dispense	Handle	Maintain	Produce	Save
Analyze	Contact	Eliminate	Implement	Merge	Propose	Schedule
Appoint	Coordinate	Employ	Improve	Motivate	Realize	Streamline
Approve	Decide	Emphasize	Incorporate	Optimize	Recommend	Strengthen
Assign	Decrease	Enforce	Increase	Orchestrate	Recruit	Supervise
Assume	Delegate	Enhance	Initiate	Organize	Regulate	Terminate
Chair	Design	Establish	Inspire	Overhaul	Reorganize	Unite
Choose	Determine	Evaluate	Institute	Oversee	Replace	
Conceptualize	Develop	Execute	Lead	Plan	Review	

Teaching

Accept	Clarify	Designate	Facilitate	Initiate	Persuade	Solicit
Adapt	Coach	Develop	Focus	Inquire	Postulate	State
Advise	Command	Direct	Generate	Instill	Praise	Stimulate
Analyze	Communicate	Educate	Guide	Instruct	Provoke	Structure
Apply	Compliment	Elaborate	Head	Interact	Question	Synthesize
Appraise	Conduct	Elicit	Hypothesize	Integrate	Reinforce	Teach
Appreciate	Cooperate	Emphasize	Identify	Investigate	Rephrase	Thank
Assess	Coordinate	Enable	Implement	Listen	Research	Theorize
Assign	Correct	Encourage	Incorporate	Model	Reward	Train
Attend	Critique	Evaluate	Indicate	Motivate	Set Goals	Tutor
Challenge	Define	Explain	Individualize	Observe	Set Standards	
Choose	Demonstrate	Explore	Inform	Organize	Simplify	

Student Name

email@agnescott.edu Phone Number

EDUCATION

Agnes Scott College

Bachelor of Arts/Science in Major

GPA: X.X

Decatur, GA

Expected Month year

Relevant Coursework: High level or elective courses you've taken/are taking that are relevant to position you're seeking

Honors: Honors while at ASC including the names of academic scholarships, separated by commas

Study Abroad University, Global Awareness Program or Global Journey

Program Name, e.g. International Student Exchange Program (ISEP)

City, Country

Month(s) year

- Describe what you studied/did, starting with action verb. See previous pages for example verbs.

EXPERIENCE

Employer/Internship site/ASC Department (work or research)

Position Title (start with most recent - by end date)

City, State

Month year - Month year/present

- Begin bullets with action verbs found in the Resume/CV Writing Guide
- Use SAR: Describe Situation of your role, the Actions you took and the Results you created
- AVOID "Responsible for" and "duties included"
- Quantify when impressive, e.g. size of data set, # tests run, estimated # of customers or amount of \$ per day, etc.

Employer/Internship site/ASC Department (work or research)

Position Title (next most recent)

City, State

Month year - Month year

- Follow directions under position above to create action and results-oriented bullets
- Bullets should start with past-tense verbs if position has ended

Employer/Internship site/ASC Department (work or research)

Position Title

City, State

Month year - Month year

- Follow above directions to create action and results-oriented bullets

CAMPUS LEADERSHIP AND COMMUNITY INVOLVEMENT

Student Organization/Club/Athletic Team/Fine Arts Company/Community Organization

Position Name (start with most recent - by end date)

City, State

Month year - Month year/present

- Begin with action verb and describe part of YOUR role, including impact of your involvement on organization or group; e.g. Lead team of # in weekly meetings to plan__; Manage annual budget of \$__ and write monthly reports
- Use action verb and describe another part of YOUR role, including impact of your involvement

Student Organization/Club/Athletic Team/Fine Arts Company/Community Organization

Position Name (next most recent)

City, State

Month year - Month year/present

- Follow above directions to create action and results-oriented bullets about your involvement in the organization
- Bullets should start with past-tense verbs if position has ended

SKILLS

- Software: Instead of just listing Microsoft Office or Google Drive, list your proficiency in relevant/requested software (e.g. Adobe Photoshop, Microsoft PowerPoint, Google Sheets, SPSS, STATA)
- Languages: List language and level of proficiency (fluent, advanced, intermediate or conversational); Remove if N/A
- List any relevant certifications or lab skills you possess