

Resume Writing

Including Curriculum Vitae and Federal Resume

Resume

- General Rules of Resume Writing
- Formats
- Formatting
- Sections
- Creation

Curriculum Vitae (CV)

Federal Resumes

Action Verb List

Words and Terms that Ruin a Resume

Sample Undergraduate Resume

Career Services Resources

RESUME

What is a resume?

- A document of experiences and accomplishments
- The marketing tool that gets you in the door for the interview
- A showcase of your accomplishments and skills

*All an employer knows about you is what is on your resume - it must be the best reflection of you possible.

Resumes must be consistent, organized, thorough, and complete. It also must be tailored to each position. **Every time you apply for a position, you need to alter your resume to match that specific position.**

GENERAL RULES OF RESUME WRITING

- Include your accomplishments, do not write a list of your job duties
- Personal pronouns are not used on a resume, i.e. "I", "me", "my", "we", "our", "us"
- Resumes for undergraduates are to be one page*
Resumes for professionals and higher education levels are typically two or more pages*
*Federal resumes and CV's are the exception
- Do not include a picture with or on your resume
*Some CV's require a picture
- Do not include personal information regarding race, ethnicity, sex, gender, religious affiliation
- Do not use color or graphics on the resume unless it is for the design or arts industries

FORMATS

- Chronological
 - Most popular, lists information in reverse chronological order (start with most recent and work backwards)
 - Focuses on where and how skills were obtained
- Functional
 - Focuses on professional skills by grouping attributes together
 - Excludes details about work experience
- Combination
 - Classifies positions and responsibilities under functional headings in reverse chronological order
 - Focuses on both the attribute and environment where it was developed

FORMATTING

- Be consistent!
- Font size between 10pt and 12pt.
- Use the same font for the entire document, chose an easy-to-read style
- Watch the spacing between lines and sections, be sure all spacing is the same
- Use simple shapes for the bullet points
- The overall look is appealing and there is not too much white space
- Proper spelling, grammar, and punctuation

SECTIONS

- Contact Information
- Summary (optional)
- Education
- Related Coursework (optional)
- Experience
- Activities
- Volunteer Work (optional)
- Projects/Research (optional)

- Honors (optional)
 - Skills
 - Professional Affiliations (optional)
- **The order of resume sections can vary

RESUME CREATION

- **Contact Information:**
 - Name, address, phone number, email, portfolio link
 - Remove email hyperlink
 - This section can use larger font
 - Do not use a header

- **Examples of Contact Information**

Example #1

MARTIN MARYMOUNT
 123 Marymount Way
 Arlington, VA 22207
 703-555-5555
martin.marymount@marymount.edu

Example #2:

Martin Marymount
 123 Marymount Way
 Arlington, VA 22207
 703-555-5555
 martin.marymount@marymount.edu
<http://www.portfolio/mmarymount.com>

- **Summary (optional):**
 - Summary, Professional Summary, Qualifications, Summary of Qualifications, Professional Profile
 - Bulleted list or paragraph
 - Showcases your accomplishments, what makes you different from other candidates
 - What you have to offer
- **Education**
 - After 1st year, remove high school and high school activities
 - Include only schools from which you earned a degree (if you transferred before earning a degree, do not include)
 - Do include study abroad (the only exception to above)
 - Do not include a start date, only anticipated/expected graduation and date
 - Degree earned is either Bachelor of Arts or Bachelor of Science

- **Examples of Education**

Example #1:

MARYMOUNT UNIVERSITY, Arlington, VA

Bachelor of Science in Biology

Concentration: Molecular and Cellular Biology

Minor: Biochemistry

Anticipated Graduation May 2017

Example #2:

Bachelor of Arts in Sociology

Marymount University, Arlington, VA

The Global Business of Baseball

Santo Domingo, Dominican Republic

Anticipated Graduation May 2016

Summer 2015

- **Related Coursework (optional)**

- Courses related to the field and/or position of interest
- Do not include introductory classes
- Courses you excelled in or learned a great deal
- Do not include course number
- Do not include – ‘I’, ‘II’, ‘Part I,

- **Experience**

- Company/Organization, location, job title
- Dates worked (if it was a summer job, indicate that – Summer 2015)
- Use bullet points and make a list for the description
- Begin the bullet point with an action verb in the proper tense
- Focus on accomplishments, not just tasks – what did YOU do in the role
- Ask yourself: How often? How many? To whom? When writing a bullet point
- Dates are to be right justified

- **Examples of Experience**

Example #1:

Marymount University, Arlington, VA

June 2014 – Present

Human Resources Assistant

- Facilitate orientation and customer service training to group of approximately 20 new hires each month
- Develop social media content for Marymount’s Facebook, LinkedIn and Twitter feeds, updated daily
- Write and post job descriptions for all open positions on Marymount’s website
- Track recruiting data including time to fill, offer to acceptance ratio, number of interviews and submit a monthly report to executive team

Example #2:

Human Resources Assistant

Marymount University, Arlington, VA

October 2011 – June 2014

- Facilitated orientation and customer service training to group of approximately 20 new hires each month
- Developed social media content for Marymount’s Facebook, LinkedIn and Twitter feeds, updated daily
- Wrote and posted job descriptions for all open positions on Marymount’s website
- Tracked recruiting data including time to fill, offer to acceptance ratio, number of interviews and submitted monthly report to executive team

- **Activities**

- Organizations, clubs, teams
- Position or role
- Dates of participation
- Include leadership positions
- Descriptions can be included, but are not necessary

- **Examples of Activities**

Example #1:

Marymount University Lacrosse Team

2011 – Present

Association for Campus Events

2011 – Present

Example #2:

Student Government Association

2012 – Present

Vice President, Student Government Association

2013 – 2014

History and Politics Club

2011 – Present

- **Volunteer Work (optional)**

- Volunteer Work and Activities can be combined and listed as Activities
- Include individual and group service
- Service dates are preferred but not required
- Descriptions are not required (usually space dependent)

- **Projects/Research (optional)**

- Used primarily when applying for research roles
- Not a paper written for class
- Typically senior project of senior seminar for undergraduates
- Typically thesis or master's project for graduates
- Can be used when there is no experience in the field
- Tend to be space dependent

- **Honors (optional, recommended)**

- Earned in college
- Scholastic – Dean's List, etc.
- Merit – Honor's scholarships, etc.

- **Skills**

- Concrete skills
- Do not include 'soft' skills
- Languages if fluent
- Do not include proficiency level

- **Examples of Skills**

Example #1:

Microsoft Word, Excel PowerPoint, SPSS, Adobe Photoshop

Example #2:

Operating Systems: Windows 2010, Vista

Programming Languages: HTML, JAVA, C++

Applications: Microsoft Word, PowerPoint, Excel, Access

- **Professional Affiliations (optional)**

- Associations in your field
- Join as a student, typically lower fee
- News about the field
- Quality jobs
- <http://www.weddles.com/associations/>

CURRICULUM VITAE (CVs)

- Primarily for professors, high-level education, research
- No page limit

- Includes sections for Research, Publications, Teaching, Training, Presentations
- Section order is not as important
- Include more detail about types of accomplishments
- Highly tailored to each position
- **It is important to note that many other countries (especially European countries like the United Kingdom, France, etc.) refer to what Americans call a “traditional resume” as a “CV.”** This means that if you are applying to a company in London, England, and they ask for a CV, they are really asking for your traditional 1-2 page US resume with some additional information.
- For information about writing resumes for careers abroad, contact the [Center for Career Services](#) and/or the [Center for Global Education](#).

FEDERAL RESUMES

- Section headings the same
- Experiences described either in paragraphs or bullet points
- No page limit and, length based on experience
- Objective needed – the job title and GS code
- More personal information
 - Social Security Number
 - Citizenship Status
 - Veteran’s Status
 - Security Clearances
- Experiences include:
 - Salary,
 - Hours worked
 - Company address
 - Supervisor’s name and contact (and if they can be contacted)
- No timeline limit, include all work experiences

ACTION VERBS

Action verbs to consider when writing a resume:

Communication People Skills

Addressed	Debated	Interviewed	Publicized
Advertised	Defined	Involved	Reconciled
Arbitrated	Developed	Joined	Recruited
Arranged	Directed	Judged	Referred
Articulated	Discussed	Lectured	Reinforced
Authored	Drafted	Listened	Reported
Clarified	Edited	Marketed	Resolved
Collaborated	Elicited	Mediated	Responded
Communicated	Enlisted	Moderated	Solicited
Composed	Explained	Negotiated	Specified
Condensed	Expressed	Observed	Spoke
Conferred	Formulated	Outlined	Suggested
Consulted	Furnished	Participated	Summarized
Contacted	Incorporated	Persuaded	Synthesized
Conveyed	Influenced	Presented	Translated
Convinced	Interacted	Promoted	Wrote
Corresponded	Interpreted	Proposed	

Creative Skills

Acted	Designed	Founded	Originated
Adapted	Developed	Illustrated	Performed
Began	Directed	Initiated	Photographed
Combined	Displayed	Instituted	Planned
Composed	Drew	Integrated	Revised
Conceptualized	Entertained	Introduced	Revitalized
Condensed	Established	Invented	Shaped
Created	Fashioned	Modeled	Solved
Customized	Formulated	Modified	

Data Financial Skills

Administered	Budgeted	Forecasted	Projected
Adjusted	Calculated	Managed	Qualified
Allocated	Computed	Marketed	Reconciled
Analyzed	Conserved	Measured	Reduced
Appraised	Corrected	Netted	Researched
Assessed	Determined	Planned	Retrieved
Audited	Developed	Prepared	
Balanced	Estimated	Programmed	

Helping Skills

Adapted	Collaborated	Expedited	Provided
Advocated	Contributed	Facilitated	Referred
Aided	Cooperated	Familiarized	Rehabilitated
Answered	Counseled	Furthered	Represented
Arranged	Demonstrated	Guided	Resolved
Assessed	Diagnosed	Helped	Simplified
Assisted	Educated	Intervened	Supplied
Clarified	Encouraged	Motivated	Supported
Coached	Ensured	Prevented	Volunteered

Management Leadership Skills

Administered	Delegated	Incorporated	Presided
Analyzed	Developed	Increased	Prioritized
Appointed	Directed	Initiated	Produced
Approved	Eliminated	Inspected	Recommended
Assigned	Emphasized	Instituted	Reorganized
Attained	Enforced	Led	Replaced
Authorized	Enhanced	Managed	Restored
Chaired	Established	Merged	Reviewed
Considered	Executed	Motivated	Scheduled
Consolidated	Generated	Navigated	Secured
Contracted	Handled	Organized	Selected
Controlled	Headed	Originated	Streamlined
Converted	Hired	Overhauled	Strengthened
Coordinated	Hosted	Oversaw	Supervised
Decided	Improved	Planned	Terminated

Organizational Skills

Approved	Distributed	Ordered	Routed
Arranged	Executed	Organized	Scheduled
Catalogued	Filed	Prepared	Screened
Categorized	Generated	Processed	Submitted
Charted	Incorporated	Provided	Supplied
Classified	Inspected	Purchased	Standardized
Coded	Logged	Recorded	Systematized
Collected	Maintained	Registered	Updated
Compiled	Monitored	Reserved	Validated
Corrected	Obtained	Responded	Verified
Corresponded	Operated	Reviewed	

Research Skills

Analyzed	Diagnosed	Inspected	Reviewed
Clarified	Evaluated	Interviewed	Searched
Collected	Examined	Invented	Solved
Compared	Experimented	Investigated	Summarized
Conducted	Explored	Located	Surveyed
Critiqued	Extracted	Measured	Systematized
Detected	Formulated	Organized	
Determined	Gathered	Researched	

Teaching Skills

Adapted	Critiqued	Focused	Persuaded
Advised	Developed	Guided	Stimulated
Clarified	Enabled	Individualized	Taught
Coached	Encouraged	Informed	Tested
Communicated	Evaluated	Instilled	Trained
Conducted	Explained	Instructed	Transmitted
Coordinated	Facilitated	Motivated	Tutored

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted

Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained

Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced

Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

10 WORDS AND TERMS THAT RUIN A RESUME

1. "Salary negotiable"

If you're wasting a precious line of your resume on this term, it looks as though you are padding -- you have run out of things to talk about. If your salary is not negotiable, that would be somewhat unusual. (Do not put that on your resume either.)

2. "References available by request"

See the preceding comment about unnecessary terms. This is a waste of resume space.

3. "Responsible for _____"

Reading this, a recruiter pictures a C-average, uninspired employee mechanically fulfilling his/her job requirements -- no more, no less. Having been responsible for something is not something you did -- it is something that happened TO you. Turn phrases like "responsible for" into "managed," "led" or other decisive, strong verbs.

4. "Experience working in _____"

Again, experience is something that happens to you -- not something you achieve. Describe your background in terms of achievements.

5. "Problem-solving skills"

You know who else has problem-solving skills? Monkeys. Dogs. On your resume, stick to skills that require a human.

6. "Detail-oriented"

So, you pay attention to details. Well, so does everyone else. You do not have something unique to tell the hiring manager? Plus, putting this on your resume will make that accidental typo in your cover letter or resume all the more comical.

7. "Hardworking"

Have you ever heard the term "show -- don't tell"? This is where that might apply. Anyone can call himself a hard worker. It is a lot more convincing if you describe situations in concrete detail when your hard work benefited an employer.

8. "Team player"

See the preceding comment about showing instead of telling. There are very few jobs that do not involve working with someone else. If you have relevant success stories about collaboration, put them on your resume. Talk about the kinds of teams you worked on, and how you succeeded.

9. "Proactive"

This is a completely deflated buzzword. Again, show rather than tell.

10. "Objective"

This term is not always *verboten*, but you should use it carefully. If your objective is to get the job you've applied for, there's no need to spell that out on your resume with its own heading. A resume objective is better replaced by a career summary describing your background, achievements and what you have to offer an employer..

JUSTIN MARYMOUNT

865 Rowley Road
Arlington, VA 22207
703-555-1002
jmarymout@gmail.com

EDUCATION

Marymount University, Arlington, VA
Bachelor of Arts in Spanish; Minor in German
GPA: 3.9

Anticipated Graduation May 2017

La Universidad de Oviedo, Oviedo, Spain
Completed coursework in international business, Spanish culture and world religions

August 2014 – December 2014

EXPERIENCE

NBC4, Washington, DC
Communications Intern

January 2014 – May 2014

- Helped producer write and edit feature stories
- Edited hours of recorded footage into 30 seconds of on-air highlights
- Researched and compiled information on various guests for three high-profile talk shows
- Supervised production activities for 60-minute program including teleprompter operations and stage management

Under Armor, Columbia, MD
Sales Assistant

June 2014 – August 2014

- Greeted customers, answered questions and suggested products to meet specified needs
- Designed print materials to promote end-of-summer sales specials
- Managed sales and inventory, ordered additional products as needed
- Monitored merchandise shipment invoices to ensure correct merchandise was delivered
- Totaled customer merchandise, completed cash or credit transaction
- Developed report with frequent patrons, tracked purchases to better assist upon arrival

Outback Steakhouse, Arlington, VA
Server

May 2013 – August 2013

- Took orders from guests for food and beverages
- Presented menus, answered questions about menu items, made recommendations upon request
- Checked to ensure customers are enjoying meals, took action to correct problems
- Entered orders into computer for transmittal to kitchen staff
- Served food and beverages to patrons, including specialty dishes as required
- Prepared checks, itemized and totaled meal costs and sales taxes and collected payment
- Cleaned tables after guests completed dining

ACTIVITIES

Marymount University Lacrosse Team
• Team Captain

2012 – Present
2013 – 2014

Association for Campus Events
Psychology Club

2012 – Present
2013 – Present

VOLUNTEER WORK

Marymount University Spring to Service
Food and Friends

SKILLS

Fluent in Spanish, literate in German
Microsoft Word, Excel, PowerPoint, Adobe Photoshop

RESUME RESOURCES

- **Individual Career Appointments**
 - Schedule an appointment through Jobs4Saints, by calling 703-284-5960 or via email on career.services@marymount.edu
 - Please select the Resume/Cover Letter Review for the Appointment Type
- **Career Services Classes and Programs**
 - Visit the website for a full list of classes and programs this semester [For an up-to-date list of upcoming workshops and events, visit our website.](#)
 - Request a class or program - email career.services@marymount.edu include:
 - Name,
 - Club/organization
 - Potential dates and times

