

# Resume/CV Writing Guide – 2018-2019

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 recruiting software. Besides using this guide, you may view student resume samples posted in Buttrick G-26.

**CONSISTENT, PLEASANT FORMATTING:** Experts say that recruiters spend approximately 10 seconds scanning a resume before deciding whether to read it closely. A strong resume - with good formatting, white space and highlighted content that piques their interest - can get past this scan to receive a serious review.

**We recommend that you use one of the Agnes Scott College templates** (see sample template at end of this guide; others 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 font like \*Calibri, \*Arial, \*Arial Narrow, Garamond, or \*Georgia  
**\*Use these fonts for online applications – they're easily read by applicant tracking systems**
- **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
- **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.
- **Presentation:** If emailing document, always proof and PDF the document; if offering resume in person, print or copy on ≥ 20 lb weight white or off-white paper

**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 or 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 these as 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 job/internship postings of interest. In your resume, include 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 **S**ituation, the **A**ction(s) you took, and the **R**esults 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 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.

**For resume review (usually within 5 business days), upload your resume to: [www.agnesscott.edu/hireascottie](http://www.agnesscott.edu/hireascottie) 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@agnesscott.edu Phone Number

## EDUCATION

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### Agnes Scott College

Bachelor of Arts/Science in Major

GPA: X.X

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

Decatur, GA

Expected Month Year

### Study Abroad University, Global Awareness Program or Global Journey

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

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

City, Country

Month(s) Year

## EXPERIENCE

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

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

- Begin bullets with action verbs found in the Resume Writing Guide
- Use SAR: Describe Situation of your role, the Actions you took and the Results you created
- AVOID "Responsible for" and "duties included"
- Provide numbers or commendations to support outcomes

City, State

Month Year - Month Year/present

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

Position Title

- Begin bullets with action verbs found in the Resume Writing Guide
- Use SAR: Describe Situation of your role, the Actions you took and the Results you created
- AVOID "Responsible for" and "duties included"
- Provide numbers or commendations to support outcomes

City, State

Month Year - Month Year

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

Position Title

- Begin bullets with action verbs found in the Resume Writing Guide
- Use SAR: Describe Situation of your role, the Actions you took and the Results you created
- AVOID "Responsible for" and "duties included"
- Provide numbers or commendations to support outcomes

City, State

Month Year - Month Year

## LEADERSHIP AND COMMUNITY INVOLVEMENT

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

Position Held - start with most recent

- Begin bullets with action verbs to illustrate YOUR role in organization
- Describe outcomes and impact of your involvement/role on organization/club/team

City, State

Month Year - Month Year/present

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

Position Held - start with most recent

- Begin bullets with action verbs to illustrate YOUR role in organization
- Describe outcomes and impact of your involvement/role on organization/club/team

City, State

Month Year - Month Year/present

## SKILLS

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- List proficiency in relevant/requested skills: Software Programs (e.g., Photoshop, Microsoft Excel, SPSS, STATA)
- List any languages you speak besides English and your proficiency (native, fluent, intermediate or conversational)
- List any relevant certifications or lab skills you possess