

RESUME WRITING GUIDE

The following is a guide for assisting individuals in preparing a resume. A resume is an individually designed summary of your personal educational, and experiential qualifications as they relate to the type of employment you are seeking.

The purpose of a resume is to get an interview; the purpose of an interview is to get you a job.

Things to consider when creating your Resume...

- ✓ Think about your skills, brainstorm your experiences, and gather information before you begin
- ✓ Clarify your thoughts regarding your skills and your job objective
- ✓ Be relevant, choose information that supports your job objective and enhances your qualifications
- ✓ Be aware of your image and how you want to be viewed
- ✓ Carefully choose words; select strong action verbs and use concise phrases
- ✓ You may need to re-format your resume according to what you are applying for
- ✓ Eliminate unimportant and unrelated details and jobs from your resume
- ✓ Be consistent, in the wording, formatting, and overall appearance of your resume
- ✓ Be intentional in selecting headings for your resume and order them in importance
- ✓ Use equal margins on all sides and balance the information on the page
- ✓ Make sure your name stands out without being overwhelming
- ✓ Use a current address and a phone number where you are most accessible during the day
- ✓ Do not include personal information (age, sex, race, marital status, social security, etc.)
- ✓ Be brief, keep your resume to one or two pages
- ✓ Proofread
- ✓ Print final copies with a reliable, workable printer on resume quality paper
- ✓ Keep your resume current and adjust as needed
- ✓ Never lie or exaggerate the facts
- ✓ Include a cover letter with your resume
- ✓ Utilize Career Development Services for assistance in writing and critiquing your resume

ACTION VERBS

Action verbs should be used to describe your job task descriptions, responsibilities, and skills. A variety of action verbs can stand out and give an overall summary of your experience and skills. The following are some common action words that may be useful in preparing your resume:

Achieved	Drew	Marketed	Reported
Acted	Drove	Mediated	Represented
Adapted	Edited	Memorized	Researched
Administered	Established	Met	Resolved
Advised	Estimated	Modeled	Responded
Analyzed	Evaluated	Monitored	Restored
Anticipated	Examined	Motivated	Retrieved
Arbitrated	Explained	Navigated	Reviewed
Arranged	Expanded	Negotiated	Sang
Assembled	Experimented	Observed	Scheduled
Assessed	Expressed	Obtained	Selected
Attained	Extracted	Offered	Separated
Audited	Facilitated	Operated	Serviced
Budgeted	Filed	Ordered	Set
Built	Financed	Organized	Shaped
Calculated	Followed	Originated	Shared
Chartered	Formulated	Oversaw	Showed
Checked	Founded	Painted	Sketched
Classified	Gathered	Perceived	Sold
Coached	Generated	Performed	Solved
Collected	Guided	Persuaded	Sorted
Communicated	Handled	Photographed	Spoke
Compared	Headed	Piloted	Studied
Compiled	Helped	Planned	Summarized
Composed	Hypothesized	Played	Supervised
Computed	Identified	Predicted	Supplied
Conducted	Illustrated	Prepared	Synthesized
Consolidated	Imagined	Prescribed	Systematized
Constructed	Implemented	Presented	Tabulated
Conserved	Improved	Printed	Talked
Consulted	Improvised	Processed	Taught
Controlled	Increased	Produced	Team-built
Coordinated	Influenced	Programmed	Tended
Counseled	Informed	Projected	Tested
Created	Initiated	Promoted	Trained
Decided	Inspected	Proofread	Transcribed
Defined	Inspired	Protected	Translated
Delegated	Installed	Provided	Treated
Delivered	Instituted	Publicized	Traveled
Designed	Instructed	Purchased	Trouble-shot
Detailed	Integrated	Questioned	Tutored
Detected	Interpreted	Raised	Typed
Determined	Interviewed	Realized	Umpired
Developed	Invented	Reasoned	Understood
Devised	Inventoried	Received	Undertook
Diagnosed	Investigated	Reconciled	Unified
Directed	Judged	Recommended	United
Discovered	Lectured	Recorded	Upgraded
Dispensed	Led	Recruited	Verbalized
Displayed	Learned	Reduced	Verified
Disproved	Listened	Referred	Washed
Dissected	Logged	Rehabilitated	Weighed
Distributed	Maintained	Related	Worked
Diverted	Managed	Remembered	Wrote

SAMPLE CHRONOLOGICAL RESUME

(Most common, categorical listing of information presented in reverse order of occurrence, ideal for demonstrating steady employment or education history)

ROCKY D. BULL

500 Sea Gull Avenue
St. Petersburg, FL 33700

727-555-0272
rockydbull@mail.usf.edu

OBJECTIVE Seeking a sales position in the greater metropolitan area of Tampa that utilizes my proven sales ability, previous experience, and educational concentration in business administration.

EDUCATION

University of South Florida, St. Petersburg, FL
Bachelor of Arts in Business Administration May 2004
GPA: 3.6

St. Petersburg College, St. Petersburg, FL
Associate of Arts May 2001

EXPERIENCE

Sales Representative, ABC Incorporated Aug 2000 - Present
St. Petersburg, FL

- Generate sales of manufactured products to a client base of 25 commercial companies
- Conduct daily inventory using a computerized database system
- Receive performance-based salary increases every four months

Bank Teller, Tri Bank Jan 1998 - June 2000
Tampa, FL

- Provided counter and drive-up checking account transactions for bank customers
- Assisted in financial management presentations to groups of college students
- Managed a balance of three thousand dollars in the front counter register

Intern Editor, Economics in Action June 1999 - Aug 1999
Clearwater, FL

- Composed and edited numerous articles related to small business economics
- Advised a group of high school seniors in magazine layout and design
- Utilized U-Win computer software program in publication format

Work Study, St. Petersburg College Admissions Office June 1997 - May 1998
St. Petersburg, FL

- Lead campus tours to prospective St. Petersburg College students
- Designed brochures and hand-outs for prospective student publications

ACTIVITIES

Student Business Organization President, University of South Florida St. Petersburg
American Heart Association Community Volunteer

HONORS

University of South Florida President's Scholarship
Young Community Businessman Award
Dean's List each semester attended

SAMPLE FUNCTIONAL RESUME

(Emphasizes capabilities, skill levels, or accomplishments, ideal if you have limited work experience, highlights marketable skills)

ROCKY D. BULL

500 Sea Gull Avenue • St. Petersburg, FL 33700 • 727-555-0272 • rockydbull@mail.usf.edu

SKILLS SUMMARY

Computer Graphics Technology

Install cameras, color printers, scanners, video boards, and communication devices
Manage hardware and software installation and maintenance
Implement design station for Digital Image
Utilize Computer-Aided Design (CAD)

Graphics Applications

Utilize the following applications on Windows and Macintosh Systems: Canvas, Illustrator, Zenographics, AutoCAD, VersaCAD, Photoshop, Pagemaker, Publisher, Harvard Graphics, Powerpoint, Freehand, Targa, Video Taster, and Studio 3D

Training/Technical Support

Assess customer needs and specifications
Supervise, train, and support a staff of seven engineers
Support thirty technical sales staff
Install, configure, and administer ethernet network
Work with vendors for new product implementation, technical support, and performance improvement

EDUCATION AND TRAINING

University of South Florida St. Petersburg, St. Petersburg, FL

Bachelor of Arts, May 2004

Major: Information Management Systems GPA: 3.5

Professional Training:

Successful completion of training in: C++ Programming, Visual C++ Development, Rational Rose C++, Borland Delphi, Novell Appware, Web Server Installation

Certifications:

Microsoft Certified Systems Engineer (MCSE)

Microsoft Certified Product Specialist – Internet (MCPS-I)

PROFESSIONAL HISTORY

Information Technology, Inc., Clearwater, FL

Jan 2000 - Present

Graphic Design Specialist

University of South Florida St. Petersburg, St. Petersburg, FL

Aug1998 - Dec 1999

Computer Lab Supervisor

Systems To Go, Ocala, FL

Jan1996 - May 1997

On-Site Developer

PROFESSIONAL ORGANIZATIONS

- Management Information Sciences Society (MISS), Vice-President
- National Society of Information Technology (NSIT), Member