

Career Development

RESUME WRITING GUIDELINES

ORGANIZATION

Organize your resume with clear and distinctive sections:

- » Headline with your brand (“Hydraulic Project Manager”) instead of the word “Summary” or “Qualifications Summary” at the top
- » Experience sections can include full-time, part-time, internship, leadership roles, & projects
- » Experience and Education should be listed in reverse chronological order

DESIGN & FORMAT

Ensure the readability of your resume:

- » Add a blank line between sections, jobs, and education institutions
- » Equal margins on all 4 sides of the page (0.5”-1”)
- » Consider using lines to distinguish sections
- » Use tabs to align information on the page
- » Do not use spaces to align the dates to the right margin
- » Do not use text boxes or tables
- » Maximum of 1-2 font types
- » Standardized fonts are best (Arial, Georgia, Cambria, Calibri, Garamond are safe choices)
- » If using 2 font types, make sure they are the same style font (serif vs. sans serif)
- » Do not use shading

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CONTENT

Writing should be crisp, concise, and compelling:

- » Use [Power Bullets](#) to write bullets to show your impact, instead of listing every task you performed
- » Start each bullet with an [action-oriented verb](#) that helps the reader visualize you in action
- » Keep things short. 1 page for every 5 years of experience is a general rule of thumb
- » Short bullets - no more than 2 lines for each bullet
- » Short lists of bullets - no more than 6 bullets for each job
- » If there are multiple projects within a long tenured job, use subheadings to categorize functions
- » Use relevant and meaningful section headers (ex: Market Research Experience)
- » Remove information not relevant to your objective
- » Contact information only needs to contain your email, phone number, and customized LinkedIn URL

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POWER BULLETS

S.T.A.R. Your Accomplishments

A common mistake made on resumes is listing job responsibilities as bullet points. While the position duties are important, recruiters are looking for your accomplishments. So how do you take your resume to the next level? Make it a S.T.A.R. resume with accomplishment-based bullet points. To present yourself credibly, you need to substantiate every assertion you make about yourself in a situational example. It is not enough to say you are a leader, an effective communicator, a team player and so on; you need to show it. Nothing you say will have more potential impact than when you describe a time when you proved that you are x or have skill y.

Situation/Task: What was the situation, task, problem, challenge, etc. you worked on?

Action: What actions did you take to accomplish the job?

Result: What was the outcome and impact of your efforts?

Write down your job responsibilities (**S/T**). Leave a few spaces in between each responsibility to allow for developing your bullet point(s). Keep the following prompts in mind as you write: “When did I...?”

- » Take initiative, solve a problem, develop a new procedure, improve productivity, etc.
- » Save money, reduce costs, increase sales, save time, etc.
- » Met or exceeded goals
- » Get recognized by my supervisor, colleague, or client for performing my job well
- » Consider using lines to distinguish sections

Under each Situation/Task, write down the actions (**A**) you took to complete the assignment. Next, write the result (**R**) and impact of those action steps. Quantify whenever possible with numbers and percentages. Once completed, develop an accomplishment statement from the results of your actions.

Please note, the following examples are meant for guidance only. They should only be used for inspiration to write bullets that fit your personal situation.

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POWER BULLET EXAMPLE 1

S/T: Products division was experiencing no profitability and slow sales

A: Created training program for sales representatives including innovative techniques & marketing strategies

R: Product sales increased from \$20,000 to \$40,000 in just six months

Power Bullet: Grew product sales by 100% in six months by implementing new training program and introducing employees to innovative sales techniques and marketing strategies

POWER BULLET EXAMPLE 2

S/T: You helped a busy branch of a bank run efficiently as a teller

A: Served high volume of clients without making any mistakes

R: Balanced register at the end of the day without any complaints

Power Bullet: Served up to 25 customers per hour at one of bank's busiest branches; reconciled transactions often totaling \$100,000 by end of business

POWER BULLET EXAMPLE 3

S/T: As a marketing intern, you helped manage a client database

A: Initiated a review of the information, to see if it was up-to-date

R: Saved company money on a direct-mail campaign

Power Bullet: Initiated review of contact database; removed duplicate files and outdated contact information, saving company money on annual direct-mail campaign

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ACTION VERBS

You know not to start your power bullets with “Responsible for” or “Duties included,” but do you find yourself repeatedly using the same verbs? Avoid this common mistake by getting using compelling verbs to catch the hiring managers’ eyes. Use these lists to start brainstorming the start of your bullets.

ACHIEVEMENT

acquired	completed	finalized	outpaced	resolved
actualized	concluded	gained	outperformed	succeeded
attained	earned	improved	perfected	surpassed
awarded	exceeded	negotiated	produced	transformed
carried out	executed	obtained	reached	yielded

ADMINISTRATION & ORGANIZATION

adjusted	coordinated	headed	oriented	restructured
administered	compiled	implemented	organized	revamped
adjusted	delegated	incorporated	overhauled	reviewed
aligned	delivered	initiated	oversaw	routed
allocated	designed	instituted	planned	secured
appointed	developed	issued	prescribed	selected
apportioned	dispatched	launched	presided	simplified
arranged	dispensed	lifted	prioritized	standardized
budgeted	distributed	managed	provided	streamlined
catalogued	eliminated	mapped	recruited	supervised
centralized	engineered	merged	rectified	supplied
charted	established	modified	referred	sustained
classified	executed	motivated	refined	tabulated
codified	founded	obtained	regulated	tailored
combined	formed	offered	reorganized	terminated
consolidated	formulated	operated	replaced	
converted	governed	orchestrated	represented	

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ANALYTICAL

analyzed	deciphered	explored	prioritized	scrutinized
ascertained	defined	forecasted	programmed	studied
assessed	deliberated	formulated	projected	substantiated
calculated	detected	identified	qualified	surveyed
compared	devised	inspected	quantified	synthesized
compiled	diagnosed	integrated	questioned	systemized
computed	discovered	interpreted	rated	targeted
conceptualized	estimated	investigated	recommended	tested
considered	evaluated	justified	researched	tracked
critiqued	examined	measured	resolved	validated
				verified

COMMUNICATION

addressed	communicated	drafted	lobbied	publicized
advised	composed	edited	marketed	published
advocated	consulted	explained	mediated	queried
apprised	conveyed	fielded	moderated	reached
arbitrated	convinced	guided	negotiated	recommended
authored	corresponded	illustrated	notified	reported
briefed	counseled	informed	partnered	showcased
campaigned	cultivated	instructed	persuaded	summarized
clarified	demonstrated	interpreted	presented	trained
co-authored	documented	interviewed	promoted	translated

FINANCIAL & RECORDS MANAGEMENT

amplified	conserved	generated	minimized	resolved
audited	decreased	inspected	monitored	scheduled
allocated	deducted	invested	processed	scrutinized
balanced	documented	inventoried	procured	tallied
catalogued	expedited	itemized	purchased	verified
charted	forecasted	lessened	reconciled	
classified	furthered	logged	reduced	
condensed	gained	maximized	recorded	

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INITIATIVE & LEADERSHIP

accelerated	coached	ensured	judged	revitalized
accomplished	controlled	established	launched	screened
achieved	created	expanded	mentored	shaped
acquired	customized	expedited	mobilized	spearheaded
administered	delegated	facilitated	moderated	stimulated
advanced	demonstrated	forged	modernized	strengthened
allocated	designated	fostered	motivated	supervised
appointed	directed	founded	navigated	taught
approved	educated	guided	officiated	trained
assembled	elicited	hired	overhauled	unified
authorized	empowered	implemented	pioneered	united
blocked	enabled	increased	recruited	updated
bolstered	encouraged	influenced	redesigned	upgraded
boosted	endorsed	initiated	refocused	
built	enforced	innovated	rehabilitated	
capitalized	enhanced	inspired	remodeled	
chaired	enriched	introduced	revamped	

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