

RESUME GUIDE

OVERALL

- Tailored to fit a specific position
- Avoids using personal pronouns such as I, me, or my
- Does not include personal information such as hobbies, age, photo, or social security number
- Is error free – no spelling, grammatical, or typographical errors
- Concise and includes easy to read language

APPEARANCE

- Uses white space effectively; does not appear crowded
- Sections are easy to find and identify
- Includes consistent formatting for dates, locations, headers, etc.
- Uses a professional font such as Arial or Times New Roman
- Margins are between .5" and 1"
- Font sizes are around 14-16 pt for name and 10-12 pt for everything else
- Bold is used appropriately to highlight key items, such as degree or job titles
- If punctuation is used, it is used consistently

CONTACT INFORMATION

- Name, mailing address, phone, and email are present
- Email address is professional

OBJECTIVE

- Objective, if present, is concise and only states what job is being sought

EDUCATION

- Includes name of school, city, state, complete degree title along with major, and month and year of expected graduation
- If GPA is included, it is at least a 3.0
- High school information is removed
- All schools included are listed with most recent first

EXPERIENCE

- Jobs are included with most recent position listed first
- Contains name of company, city, state, job title, and month and years in the position
- Uses bullet points beginning with verbs to describe responsibilities
- Bullet points are quantifiable and descriptive when possible
- Present tense is used for present jobs and past tense is used for past jobs

ADDITIONAL SECTIONS

- Includes relevant sections only, such as Honors/Awards, Volunteer Service, etc.
- Includes name of activity, location or school associated with, role, and dates of participation
- Abbreviations are avoided unless established in other areas of the resume

REFERENCES

- Should be removed and included on a completely separate document

ACTION VERBS

Accomplishments and Experience

Achieved	Closed	Directed	Founded	Located	Prepared	Revised
Acquired	Coached	Discovered	Gathered	Logged	Presented	Scanned
Activated	Collaborated	Discriminated	Gave	Made	Prevented	Scheduled
Adapted	Collected	Dispatched	Generated	Maintained	Prioritized	Screened
Administered	Compared	Displayed	Governed	Managed	Processed	Shaped
Advertised	Completed	Dissected	Guided	Marketed	Produced	Solicited
Advised	Complied	Documented	Handled	Maximized	Programmed	Solved
Advocated	Composed	Drafted	Headed	Measured	Projected	Spoke
Aided	Computed	Drove	Helped	Mediated	Promoted	Strategized
Allocated	Conceived	Edited	Hired	Memorized	Proposed	Streamlined
Analyzed	Conducted	Eliminated	Identified	Mentored	Protected	Strengthened
Answered	Conserved	Enabled	Illustrated	Met	Proved	Studied
Applied	Constructed	Enforced	Implemented	Minimized	Provided	Suggested
Appraised	Consulted	Enlisted	Improved	Modeled	Publicized	Summarized
Approved	Contributed	Ensured	Increased	Modified	Published	Supervised
Arranged	Converted	Established	Influenced	Monitored	Purchased	Supported
Assembled	Coordinated	Estimated	Initiated	Narrated	Qualified	Surveyed
Assessed	Copied	Evaluated	Inspected	Negotiated	Questioned	Tabulated
Assisted	Counseled	Examined	Instituted	Observed	Ran	Taught
Attained	Created	Exceeded	Integrated	Obtained	Recorded	Tested
Audited	Critiqued	Expanded	Interpreted	Offered	Received	Trained
Authored	Cultivated	Expedited	Interviewed	Operated	Recruited	Translated
Briefed	Debated	Explained	Introduced	Ordered	Reduced	Tutored
Brought	Decided	Explored	Invented	Organized	Referred	Updated
Budgeted	Defined	Expressed	Inventoried	Outlined	Relied	Utilized
Built	Delegated	Extracted	Investigated	Oversaw	Reported	Verified
Calculated	Delivered	Facilitated	Judged	Participated	Researched	Volunteered
Cared	Designed	Fashioned	Kept	Perfected	Responded	Won
Chaired	Detected	Filed	Launched	Performed	Represented	Wrote
Charged	Determined	Fixed	Lectured	Persuaded	Resolved	
Checked	Developed	Followed	Led	Planned	Restored	
Clarified	Devised	Formulated	Lifted	Practiced	Revamped	
Classified	Diagnosed	Fostered	Listened	Predicted	Reviewed	

Levels of Proficiency

Advanced	Excellent
Basic	Exceptional
Competent	Exemplary
Conversant	Experienced
Demonstrated	Expert
Expertise	Master
Extensive	Practical
Familiar	Proficient
Fluent	Rudimentary
Good	Skilled
Great	Significant
High	Strong
Intermediate	Superior
Knowledgeable	

Sample Resume – Entry Level

BUDDY BRONCHO

100 N. University Dr.
Edmond, OK 73034
(405) 555-0000
bbroncho@uco.edu

OBJECTIVE

To obtain a summer internship in the accounting field. Special interest in tax accounting.

EDUCATION

University of Central Oklahoma (UCO), Edmond, OK Expected May 20xx
Bachelor of Science in Accounting
Major GPA: 3.8/4.0

Oklahoma City Community College (OCCC), Oklahoma City, OK May 20xx
Associate in Science in Business
Cumulative GPA: 4.0/4.0

RELEVANT COURSEWORK

Financial Accounting
Cost Accounting
Managerial Accounting
Tax Accounting

WORK EXPERIENCE

Outback Steakhouse, Oklahoma City, OK January 20xx-Present
Server

- Serve food and drinks to customers in a fast-paced environment
- Promote specials and upsell appetizers and specialty drinks
- Complete financial transactions, making sure money is received and returned accurately
- Train new servers on customer service and policies and procedures of the restaurant
- Awarded "Employee of the Month" out of 40 employees, three times in one year

CAMPUS AND COMMUNITY INVOLVEMENT

UCO Accounting Club-Member Spring 20xx-Present
Alpha Chi Honor Society-Member Spring 20xx-Present
UCO Wrestling Team-Member Fall 20xx-Spring 20xx
UCO Homecoming Committee-Member Fall 20xx
Little League Baseball-Coach May 20xx-August 20xx

AWARDS

UCO President's Honor Roll Fall 20xx, Spring 20xx

Sample Resume - Experienced

BUDDY BRONCHO

100 N. University Dr. | Edmond, OK 73034
405-555-0000 | bbroncho@uco.edu

EDUCATION

University of Central Oklahoma, Edmond, OK
Master of Arts, Psychology, Dec. 20xx

Oklahoma Christian University, Edmond, OK
Bachelor of Science in Family Studies/Child Development, May 200xx
Minor in Spanish

RELATED EXPERIENCE

Red Rock Mental Health Center, Chandler, OK

Case Worker/Intake Counselor, May 20xx – Present

- Manage and interact with a caseload of 10 families in both home and community settings
- Provide intake counseling sessions for individual and group therapy
- Assess each client's needs and propose a plan of action
- Teach parenting skills and behavior modification techniques
- Collaborate with other professionals regarding treatment of clients on assigned caseload
- Refer clients to other social agencies as needed

University of Central Oklahoma, Counseling Center, Edmond, OK

Counseling Practicum Student, Jan. 20xx – Present

- Conduct counseling sessions with students and alumni under supervision of professional counseling staff
- Provide constructive feedback to other student counselors to facilitate development in the subject matter

Big Brothers Big Sisters of Greater Oklahoma City, Oklahoma City, OK

Volunteer, Mar. 20xx – Dec. 20xx

- Served as a role model for adolescents
- Tutored children with schoolwork when needed
- Engaged program participants in group activities

Shiloh Camp, Oklahoma City, OK

Camp Counselor, Jun. 20xx – Aug. 2008, Jun. 20xx – Aug. 20xx

- Supervised a cabin of 12 adolescents
- Provided emotional support and counseling to campers throughout the duration of their stay
- Created entertaining and educational programs

OTHER EXPERIENCE

Student Worker, University of Central Oklahoma, Edmond, OK

Aug. 20xx-Dec. 20xx

Server, Outback Steakhouse, Oklahoma City, OK

Jan. 20xx-Aug. 20xx

SKILLS

- Fluent in Spanish
- Familiar with Microsoft Office and Adobe InDesign, Illustrator and Photoshop

COVER LETTERS

Your Street Address
City, State, Zip Code

Date

Contact's Name
Contact's Title
Organization Name
Street Address
City, State, Zip Code

Dear Mr./Ms./Dr. Last Name (If you are unsure of gender write full name; if name is unknown use "Hiring Manager"):

1st Paragraph:

State why you are writing (what you are applying for or inquiring about) and how you learned of the organization or position. In this section, it is important to demonstrate that you have done some research about the company and/or this specific position. You can demonstrate this by producing a sentence or two at the beginning of the paragraph that explains why you would like to work for this company and/or in this position. This will also help to grab the reader's attention.

2nd and 3rd Paragraph (3rd paragraph is optional):


This is where you demonstrate your ability to add value to the company and highlight your key strengths, abilities, related experience and/or education. Mention specific qualifications that make you a good fit for the employer's needs. This is where the job description will be helpful in identifying the skills the employer is looking for. Focus on what you can do for the employer, not what they can do for you. Make sure to only choose 2-3 main strengths and abilities rather than listing off all the skills you have that relate.

Last Paragraph (3rd or 4th depending on your format):

Indicate you would appreciate an opportunity to talk with the employer to learn more about their opportunities or hiring plans. You can let the employer know they can contact you for further information and then reiterate your contact information. Thank the employer for their consideration.

Closing:

Sincerely,

Your signature  (If you are sending your cover letter electronically, you do not need to sign.)
Type your name

IMPORTANT POINTS

- You want your cover letter to reflect your attitude, personality, motivation, enthusiasm, and communication skills.
- Keep it short. Three to four paragraphs tops!
- Address the cover letter to the person who is most likely to read it. If a contact person is not listed in the job advertisement, you can contact the company to ask who will be doing the hiring for the position. If that information cannot be released, address it to the human resources manager.
- Cover letters may be solicited (responding to an advertised position) or unsolicited (inquiring about possible job opportunities with an employer).