



RESUME WRITING GUIDE

PURPOSE OF A RESUME

The purpose of a resume is to give an employer a quick overview of your skills and experience so that they can determine if there is potential for a successful candidate/position match. Employers may spend as little as six seconds glancing through a resume to determine if an applicant has the qualifications necessary to do the job. Since you only have a brief time to impress an employer enough to be called in for an interview, it is important that you tailor the resume very specifically to the job you are applying for and that you make sure your resume is concise, organized and easy to read.

This guide will provide you with many tips and examples to help you create a resume that fits these guidelines; however it is always important to have others look over your resume, such as a professional like one of our staff members in Career Services, to get another perspective and to catch any mistakes that you might have missed.

RESUME FORMATS

There is no perfect resume. The goal is to choose a format that best highlights the skills and experiences that you have that most relate to the position in which you are applying. The following are the different types of resume formats you can choose from. You will find examples of them at the end of this guide:

Reverse Chronological: This is the most traditional and, still, commonly used format. It lists your education and experience with the most recent items in each section listed first.

Reverse Chronological with a Skills/Profile Section: This is similar to a traditional reverse chronological resume, but in addition to your education and experience sections, it also has a summary of your skills/experiences that should be placed just under your objective or in place of the objective, if you choose not to include one. This style of resume is also sometimes referred to as a combination resume because it combines features of a reverse chronological and a functional resume.

Functional: This style of resume focuses more on skills, which you may have obtained from work experiences, educational experiences, and/or other activities. Functional resumes are less common, but are best used when:

- **You have gaps in dates/work history.** If you are a current student or recent grad, this is less of a concern because employers can see you were in school for the last few years.
- **You have an extensive work history with many jobs that had similar responsibilities.** Functional style summarizes skills obtained from professional experience so it reduces redundancy in job responsibilities.
- **You are making an extreme career change where past job titles are no longer as relevant.**
- **You have little to no applicable work history.**

BASIC REQUIREMENTS FOR A RESUME

1. Avoid using templates. They are hard to edit, do not always upload correctly on online applications and they do not allow you to put your own personality into the resume.
2. Your resume should have a visual appeal that is easy to read. Utilize white space and avoid overcrowding.
3. Use a clean font, such as Arial or Times New Roman, and choose font sizes that are easy to read without being overbearing. For example, you might make your name 14-16 point, contact info 10-11 point, section headings 12 point, and content 10-11 point.
4. Be consistent with formatting. Similar information should always be in the same place within each section/entry.
5. Proofread your resume to ensure there are no spelling, typographical or grammatical errors. Do not rely on spell check. It does not catch misused words that are spelled correctly.
6. Use a variety of vocabulary, but keep your words simple.
7. Organize information so that items of most relevance and importance are towards the top of the page and closer to the left margin, such as a job title on the left versus a date. All items with dates should be listed with most recent item first. Be sure to highlight your skills early.
8. Margins should be between .5" and 1" on all sides.
9. Use capitalization, bold type, italics and spacing to make your resume easy to read and to emphasize the important points, but do not overuse these options.
10. When describing your experiences, use action words to create more powerful sentences. Avoid "I", "my", "responsible for" and "duties include" before each description. All verb tenses should agree. The objective should be in present tense, present experiences in the present tense, and past experiences in the past tense. Do not shift tenses.
11. One page is the most accepted length for a resume. Two pages may be acceptable if you have more than ten years of extensive work experience, all the information you are including is relevant to the position you are applying for and two pages is considered an acceptable length in your industry. If you have two pages, the second page should fill at least $\frac{3}{4}$ of the page. Put name and page two at the top of the second page.
12. Utilize bullet points to emphasize points and to help avoid paragraphs and long sentences. Each bulleted statement should be concise. Do not overuse your bullets. It is best to use them in two or three areas of the resume only. Be consistent in use of bullets. Do not switch from squares to circles. All bullets on the page should line up.
13. Spell out all abbreviations the first time you mention something, and then put the abbreviation in parentheses so you can use it later. For example: University of Central Oklahoma (UCO). The only exception is states. They can always be abbreviated. Degree titles should be written out completely, such as Bachelor of Arts in Psychology.
14. Include quantifiable measurements and actions that resulted in accomplishments. Some examples of this might be supervisor ratings, productivity increases by percentage and number of people you manage. Avoid filling up the resume with a laundry list of functions and responsibilities. Instead, grab the employer's attention with specific projects you completed and initiatives that you took.
15. Speak the employer's language. Include industry specific terms, required skills that you have experience with and software proficiencies. If possible, use words from the job description to describe your skills on the resume.
16. Choose 100% bond paper in a conservative color such as white or off-white. Avoid speckled paper, as it appears to have dots when scanned. Always print on only one side of a sheet, and do not fold or staple your materials.
17. Always update your contact information and have a professional email, such as your UCO email address. Personal email addresses such as sweet60@, KaptainKarl@, bombshellbabe@, soonerbred@ or beergut@ are not good for a job search!

POSSIBLE SECTION HEADINGS

There are many options for what sections to include on your resume. The following are some examples of what you might include. Please note that some sections are absolutely required regardless of what style of resume you choose:

Contact Information (required): Include name, address, phone number and e-mail address. You may also include a professional website or networking website such as LinkedIn. Do not use Facebook or other social media sites you have for personal use.

Objective (optional): This section should only include the position and/or career field in which you are seeking employment. Do not use this section to summarize your career goals.

Skills (optional): Summarize skills you have obtained through your education, work experience, activities or volunteerism that relate to your objective. Be specific and write in statement form. This section is listed after your objective or in place of the objective. Other titles used for this section include: **Profile, Skills Summary, Qualifications, Summary of Qualifications, Professional Summary**

Education (required): Only include schools from which you have received a professional degree or certificate, as well as, any schools you are currently attending. Do not include high school information. Write out degree title(s), name of school, city, state and graduation date or expected graduation date. GPA is optional for most careers. You can also include your major GPA instead of your cumulative GPA, if it is higher. When deciding if you should include your GPA, it is best to only include it if it is over a 3.0; however, some employers/industries may require that you include your GPA regardless of what it is.

Related Coursework (optional): List coursework that is related to your career objective. Courses can be listed in a one or two column format. It is best to include this section if you need to fill in space on your resume, you have taken coursework outside of your major that would specifically relate to the career field you are seeking or you are seeking an internship. Choose courses that are more specialized rather than just creating a list of all the courses you have taken. Remember that employers in your field will already be familiar with the standard courses that are required by your major.

Experience (required; however, experience on a functional resume will look differently. See our functional resume example for more details): List any work, volunteer or internship experiences related to what you are seeking. You should include your position title, company/organization name, city, state and dates you held the position. Underneath this information, you should list the most relevant, main responsibilities held in each position using a single column, bullet point format. If you do not have any experience that would be considered related, you can just include information from your last few jobs (typically 5-10 years). Other possible titles for this section are: **Work Experience, Professional Experience, Related Experience, Relevant Experience**

Work History (optional; only use on a functional resume or as additional work information after your experience section): Create a list of jobs that provides evidence for a consistent work history. List your position, name of employer, city and state and dates held. Do not list responsibilities in your work history. Other titles include: **Additional Experience, Other Experience**

Activities and Honors (optional): Include professional, school or community related organizations, awards and scholarships. You can combine these in one section or create multiple sections for each type of activity. You should choose items that directly relate to your career objective and/or demonstrate leadership. Volunteer work can be included in your experience section instead of activities, if it is related. Follow formatting as explained above for that section. Other titles for this section could be: **Organizational Involvement, Campus and Community Involvement, Professional Memberships, Volunteer Experience, Volunteerism**

EXAMPLES OF ACTION WORDS THAT DESCRIBE ACCOMPLISHMENTS AND EXPERIENCE

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

EXAMPLES OF WORDS THAT DESCRIBE LEVELS OF PROFICIENCY

Accomplished	Concise	Exceptional	Fluent	Judicious	Proficient	Solid
Accurate	Consistent	Exemplary	Functions	Keen	Proven	Sophisticated
Adept	Conversant	Experienced	Gifted	Knowledgeable	Recognized	Strong
Advanced	Detailed	Expert	Good	Master	Relentless	Successful
Alert	Demonstrated	Expertise	Great	Outstanding	Rudimentary	Superior
Basic	Effective	Extensive	High	Perceptive	Sensitive	Talent
Capable	Efficient	Extraordinary	Instrumental	Persistent	Skilled	Thorough
Competent	Excellent	Familiar	Intermediate	Practical	Significant	Uncommon

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
Bachelor of Science in Accounting
Major GPA: 3.8
Expected May 2015

Oklahoma City Community College (OCCC), Oklahoma City, OK
Associate in Science in Business
Cumulative GPA: 4.0
May 2013

RELEVANT COURSEWORK

Financial Accounting
Cost Accounting
Managerial Accounting
Tax Accounting

WORK EXPERIENCE

Outback Steakhouse, Oklahoma City, OK
Server
January 2013-Present

- 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
Alpha Chi Honor Society-Member
UCO Wrestling Team-Member
UCO Homecoming Committee-Member
Little League Baseball-Coach
Spring 2014-Present
Spring 2014-Present
Fall 2013-Spring 2014
Fall 2013
May 2012-August 2012

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OBJECTIVE

Seeking a professional career in social services. Special interest in working with children and adolescents.

EDUCATION

University of Central Oklahoma, Edmond, OK
Master of Arts, Psychology, Dec. 2014

Oklahoma Christian University, Edmond, OK
Bachelor of Science in Family Studies/Child Development, May 2009
Minor in Spanish

RELATED EXPERIENCE

Red Rock Mental Health Center, Chandler, OK

Case Worker/Intake Counselor, May 2008 – Present

- Interact with children and 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. 2013 – 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. 2007 – Dec. 2011

- 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. 2008 – Aug. 2008, Jun. 2009 – Aug. 2009

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

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SKILLS

- Fluent in Spanish
- Knowledge of Department of Transportation (DOT) regulations
- Served as group leader on five team projects resulting in projects that were completed on-time and received excellent marks
- Communicate effectively with organizational leaders in both small and large group settings
- Experience making presentations to groups ranging from five to twenty-five people
- Familiar with Microsoft Word, Excel, and PowerPoint

EDUCATION

Bachelor of Science, Industrial Safety, May 2014
University of Central Oklahoma, Edmond, OK
Cumulative GPA: 3.65/4.0

CERTIFICATIONS

Hazardous Waste Operations and Emergency Response (HAZWOPER), May 2013
Fundamentals of Rigging, December 2012

WORK EXPERIENCE

Intern, January 2013 – May 2013
Thru Tubing Solutions, Oklahoma City, OK

- Updated company safety manual for current year
- Performed equipment inspections
- Conducted internal safety audits
- Assisted with ergonomics training

Crew Member, June 2012 – August 2012
Edmond Roofing, Edmond, OK

- Inspected roofs and made repair suggestions
- Provided roofing quotes to customers
- Covered roofs using a variety of materials such as wood, slate, and asphalt shingles
- Monitored safety procedures of crew members

ACTIVITIES

American Society of Safety Engineers (ASSE), Member, January 2011 – Present

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OBJECTIVE

Seeking an entry level position in the public relations industry

EDUCATION

Bachelor of Arts in Strategic Communication-Strategic Communication 12/2013
University of Central Oklahoma (UCO), Edmond, OK

PROFESSIONAL EXPERIENCE

Communication Skills

- Communicate effectively with clients and employees
- Utilize social media, such as Twitter and Facebook, to promote events
- Comfortable making presentations to both small and large groups
- Three years of experience in office administration focusing on customer service

Organization/Planning

- Implemented a fundraising campaign that raised over \$10,000
- Experience organizing events ranging from 25 to 150 people
- Ability to multi-task in fast-paced environments

Writing Skills

- Skilled at creating informative and visually appealing brochures and newsletters
- Researched and wrote proposals for fundraising activities
- Experience editing documents for grammar and spelling errors

EMPLOYMENT HISTORY

Student Worker, University of Central Oklahoma, Edmond, OK 8/2010-12/2013
Soccer Coach, YMCA, Oklahoma City, OK 5/2008-8/2008, 5/2009-8/2009

ACTIVITIES

UCO Public Relations Club, Member Fall 2010-Spring 2013
Fundraising Chairperson, Delta Sigma Pi Service Fraternity Fall 2011-Spring 2012

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REFERENCES

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