

# 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

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|              |              |               |              |              |             |              |
|--------------|--------------|---------------|--------------|--------------|-------------|--------------|
| 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

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|               |             |
|---------------|-------------|
| 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

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#### 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 First and Last Name (If name is unknown use title or "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).