

Resume Guidelines

**The Office of Professional Development
and Career Services**

Kathleen Watson Enrollment Center
Monday – Friday 8am-5pm | 210-829-3931
<http://sites.uiw.edu/career/>



Resume Development

A resume is the best marketing tool you have to showcase your skills and experiences to potential employers. It can also be used to obtain an internship, scholarship, graduate school admission or assist someone when they are preparing a reference letter you have requested.

Remember: Many employers may only glance at your resume for 30 seconds, so the content must catch their attention by being concise, direct, and organized. Only include what is relevant!

START PLANNING

1. The most efficient way to compile information is to tailor your resume directly to the target job description. Highlight the key words and descriptions from the job listing and include these, or other similar words, in your resume when describing your experiences.
 2. Organize your experiences and accomplishments in descriptive categories such as: education, employment, internships, volunteer work, co-curricular activities, skills, awards and projects. Note the dates you were involved, the location, and your position title for each experience.
 3. Tailor your experiences to match the attributes and qualifications the employer is looking for, and begin developing concise statements to describe what you have accomplished. These will be used as bulleted statements in the body of your resume.
 4. Decide what format will work best for the position: Reverse Chronological, Functional, or Hybrid. See below for a description of each.
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FORMATTING

Depending on what you are trying to convey to the employer, there are a few ways to format a resume. **We recommend using a reverse chronological format;** however, we provide descriptions of the other two formats for you to review and learn about.

REVERSE CHRONOLOGICAL

- Most popular style; listing all experience from most to least recent
- Complements a consistent work history
- Best option when employment, education, skills and activities align closely with particular job description
- All categories are formatted in the reverse chronological order

FUNCTIONAL

- Headings are based on skills categories, not in any chronological order
- Showcases diverse yet complimentary skill sets acquired over different periods of time
- Best option when changing careers; focus remains on the skills themselves, not where you acquired them
- Work history is not forgotten, but compiled at the bottom of the resume

HYBRID

- Combines a chronological and functional resume to create an original format
- Highlights a history of skill sets over a scattered time period
- Works best when you have multiple experiences under each skill category
- Gives employers a snapshot of skill areas and work history

FINE PRINT

- **Font and Formatting:** Appropriate fonts include: Times New Roman, Calibri, Palatino or Arial. Use bold font to highlight your name and sections of your resume that are important. Bullets should be used for an organized appearance. Font size should be between 11 and 12. Margins should be no smaller than ½ inch.
- **Length:** Try to be as concise as possible and keep your resume to one page. Keep a master resume with all information in order to pick and choose what experiences best match the position in which you're applying.
- **Paper:** Most employers expect resumes to be emailed to them. If you need to have a hard copy, invest in good quality paper that is subtle in color (white, ivory, light gray). Never fold resume paper, and be consistent in using the same paper for cover letters and references too.
- **Emailing:** Make sure to save your resume (cover letter and references, too) as a PDF file so it maintains consistent formatting. Save it under a unique name instead of just a generic title, for example "CarlieCardinal_Resume."
- **Keep it Current:** Save each of your resumes under specific names or job titles so you can easily access them. Update your resume as you gain experience while it is fresh in your mind.
- **Proofread:** There is never anything worse than typos on your resume. Be sure to have several others proofread it to avoid this common mistake. We can help! You can always get a resume reviewed just make an appointment with a Career Advisor.
- **Key Words & Content:** Use key words that someone might use to search you and your career interests. This helps you tailor your resume to prospective employers. Utilize wording and language from the job posting. Be concise, specific and give the reader examples of your skill set. Quantify where you can, for example "Developed curriculum assignments for 3 courses; approved and utilized by department chair."
- **Additional Sections for Students:** Courses, Honors / Awards, Languages, Student Organizations, Projects, Publications, Skills, Test Scores, Volunteer Experience / Community Involvement.
- **Experience:** Expand on any experiences you have had and use bullets to organize these.
- **Education:** Include school name, major/minor, expected graduation date and GPA.

TIPS FOR FIRST YEAR STUDENTS

- Rule of thumb for including high school experience is to remove it after your first semester here at the University of the Incarnate Word. Employers want to see the experience you've had in college. **There are exceptions to every rule!** Speak with a Career Advisor in the Professional Development and Career Services Office if you have questions.
- **GPA:** Be sure to include your UIW GPA after your first semester here at UIW.
- Feel like you don't have any experience to put on a resume? Come talk to a Career Advisor for help and ideas!

YOUR NAME

yourname@uiwtx.edu

(210) 555-5555

Include on every Resume:

Header, Education, and Experience

Optional Sections:

Skills, Co-Curricular Activities, Community Involvement, Projects, Exams, Awards

Header

A consistent header is used for your resume, cover letter and reference page. You may include an address, but it is not necessary.

Create a professional email address if you don't already have one; don't use an inappropriate email addresses such as "princess123@..." or hiremeplease@...

Education

Only include coursework if it is relevant to the position; coursework that is expected of your major does not need to be included.

There is no need to include your high school information, but do include any other form of education or training you may have received. Example: Certifications

You may include any honors you have received or study abroad experiences.

Experience

Experience should always be relevant to the position you are targeting. You may have had summer or part time jobs that relate to your targeted career field – be sure to include these. If you do not have related experience, utilize the experience you do have! Include paid and unpaid experiences.

Bulleted statements should fall below each position beginning with action verbs describing what you have accomplished.

Try this formula: Task, Action, Result

(Input 100+ data points into excel and access databases, analyzed and studied data with 100% accuracy, resulting in a confirmed research hypothesis)

Quantify your accomplishments and contributions to give a clear picture to the employer. **End with the results you achieved!!**

What to avoid

- ✓ "References available upon request"
- ✓ Writing **paragraph** descriptions
- ✓ Periods – bullets are NOT sentences
- ✓ Discussing confidential information
- ✓ **Objectives**
- ✓ Generic wording and abbreviations

EDUCATION

Name of University, City, State	Graduation Date
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Full Degree with Major

- GPA >3.0
- Honors

EXPERIENCE

Name of Company, City, State	Dates Employed
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Title

- Include at least two bulleted statements under each experience
- Avoid using the same action verbs to begin each bullet
- Organize the sequence of bullets beginning with the most important accomplishment

SKILLS

-
- Include languages, computer skills and/or technical skills
 - Include to what degree you have mastered the skill. Ex: Language fluency [Basic, Intermediate, Advanced, Fluent] or Technical skills [Exposure to, Proficient, Expert]
 - Do not list soft skills such as leadership, teamwork and interpersonal skills. Instead, these should be demonstrated using examples in your "Experience" section.

CO-CURRICULAR ACTIVITIES

-
- Student organizations/leadership activities - positions held
 - Professional memberships

COMMUNITY INVOLVEMENT

-
- Volunteer and leadership experience
 - List your involvement and accomplishments for these projects

HONORS AND AWARDS

-
- Include only what is necessary, such as the honor/award name
 - No need for details unless this is important to the targeted position

CARLIE CARDINAL

carlie.cardinal@uiwtx.edu
(210) 555-5555

EDUCATION

University of the Incarnate Word, San Antonio, TX

May 2017

Bachelor of Science in Biology

- GPA 3.8
- Dean's List 2009-2013

EXPERIENCE

University of the Incarnate Word, Graduate Department

March 2015 – Present

Undergraduate Research Assistant

- Conducted five experiments on population studies in genetics; researched the effects that versican protein plays in joint development
- Performed 20 dissections to complete correct disease identifications; human cadaver, pig, sheep lung, & eye
- Input 100+ data points into excel and access databases, analyzed versican protein study data with 100% accuracy, resulting in a confirmed hypothesis
- Performed data collection and record management to maintain the quality, accuracy, integrity and confidentiality of all hard-copy and electronic data for research projects; resulted in creation of data security and release policies

ACTIVITIES

Alamo Heights Emergency Medical Clinic

January 2015 – Present

Volunteer

- Over 400 hours of volunteer experience working in surgical patient transport, feeding assistance in spinal cord unit, and staffing the front desk
- Shadowed doctors during patient examinations and identified violent crime injuries for clinic records

Lambda Chi, San Antonio, TX

August 2014 – May 2015

Treasurer

- Coordinated fall and spring professional speaker series, increased attendance 30% over previous year
- Maintained organization funds and increased budget by 11%

ACHIEVEMENTS & AWARDS

- Nominated for Student Employee of Year in 2011 while working for Tutoring Center
- Paper published in the LOGOS Newspaper on campus in 2010
- Top 3% in academics at the University of the Incarnate Word

FRANNIE FRESHMAN

frannie.freshman@uiwtx.edu

(210) 555-5555

EDUCATION

University of the Incarnate Word, San Antonio, TX

May 2016

Bachelor of Science in Biochemistry

GPA: (Include after your first semester if >3.0)

WORK EXPERIENCE

Jones Family, New Braunfels, TX

May 2012 - Present

Child Caregiver

- Cared for three children, ages 3, 7 and 12, by providing independent child care for the family during the summer
- Prepared healthy meals for children encouraging nutritious habits
- Facilitated physical and academic exercises throughout the day, such as homework, study sessions, and swimming practice

Abercrombie and Fitch, New Braunfels, TX

April 2010 - May 2012

Sales Associate

- Interacted with up to 300 customers daily, providing excellent customer service to maintain customer base
- Kept sales floor clear of debris; organized garments for a positive aesthetic appearance
- Met daily sales goals by marketing and promoting sales, recommending add-on garments and maintaining a friendly attitude

RESEARCH EXPERIENCE

- Student participant within the Freshmen Research Initiative (FRI) program at UT, learning proper research methodology and lab techniques
- Designed an experiment concerning the spoilage of organic vs. conventional fruits
- Handled several lab projects pertaining to gravimetric analysis, standardization, thermochemistry, titrations, pH of acid-base solutions, electrochemical cells, equilibrium, Le Chatelier's Principle, and activation energy
- Active member of the Science Undergraduate Research Group (SURGe)

SKILLS

- French [Intermediate]
- Significant exposure to various lab equipment (burets, analytical balances, colorimeters, centrifuges) with basic lab skills

COMMUNITY INVOLVEMENT/LEADERSHIP

- Former member of the National Honor Society and Student Council Fall 2009 - Summer 2012
 - Volunteered at Christian Community Action (CCA) Grocery Store
- Varsity Soccer Captain August 2011 - June 2012
 - Considered team decisions, designed workouts, sponsored sportsmanship and camaraderie
 - Coached children ages 6-15 at various soccer camps

HONORS AND AWARDS

- Graduated Top 3% of high school class
- Judson High School Soccer Scholarship

ACTION VERBS

When developing your resume, you will want to use powerful words to catch the reader's attention. Here are some action verbs that can begin your bulleted statements and demonstrate your contributions to past experiences.

LEADERSHIP

Achieved	Chaired	Executed	Instituted	Planned	Reviewed	Taught
Administered	Channeled	Expanded	Mentored	Presided	Scheduled	Trained
Analyzed	Completed	Guided	Merged	Prioritized	Secured	Unified
Appointed	Consolidated	Headed	Mobilized	Produced	Selected	Utilized
Approved	Contracted	Hired	Motivated	Recommended	Spearheaded	
Assessed	Controlled	Hosted	Obtained	Recruited	Streamlined	
Assigned	Enhanced	Improved	Orchestrated	Reorganized	Strengthened	
Assumed	Established	Led	Operated	Replaced	Succeeded	
Attained	Evaluated	Increased	Organized	Resolved	Supervised	
Authorized	Exceeded	Initiated	Pioneered	Restored	Surpassed	

COMMUNICATION

Addressed	Composed	Debated	Expressed	Lectured	Presented	Solicited
Advertised	Conferred	Described	Formulated	Marketed	Promoted	Spoke
Advised	Consulted	Developed	Incorporated	Mediated	Proposed	Suggested
Arbitrated	Contacted	Directed	Influenced	Moderated	Publicized	Summarized
Arranged	Conveyed	Discussed	Interacted	Motivated	Reconciled	Synthesized
Articulated	Converted	Drafted	Interpreted	Negotiated	Referred	Translated
Authored	Convinced	Edited	Interviewed	Observed	Reinforced	Traveled
Clarified	Corresponded	Elicited	Involved	Outlined	Reported	Wrote
Collaborated	Counseled	Enlisted	Joined	Participated	Resolved	
Communicated	Defined		Judged	Persuaded	Responded	

TECHNICAL

Applied	Calculated	Debugged	Installed	Refined	Restored
Appraised	Compiled	Designed	Maintained	Regulated	Upgraded
Assembled	Computed	Engineered	Operated	Remodeled	Created
Built	Converted	Fabricated	Programmed	Repaired	

TEACHING

Adapted	Compared	Estimated	Formulated	Investigated	Saved	Systematized
Advised	Conducted	Evaluated	Gathered	Located	Searched	Taught Tested
Analyzed	Critiqued	Examined	Hypothesized	Measured	Solved	Tutored
Catalogued	Detected	Experimented	Identified	Published	Stimulated	Validated
Clarified	Determine	Explored	Instilled	Received	Studied	
Coached	Diagnosed	Extracted	Interviewed	Researched	Summarized	
Collected	Discovered	Focused	Invented	Reviewed	Surveyed	

RESEARCH / SCIENCE

Investigated	Collected	Examined	Organized	Cataloged
Researched	Critiqued	Extracted	Reviewed	Correlated
Compiled	Analyzed	Identified	Summarized	Discovered
Verified	Diagnosed	Inspected	Surveyed	
Clarified	Evaluated	Interpreted	Systematized	

FINANCIAL

Administered	Audited	Calculated	Estimated	Planned
Allocated	Balanced	Computed	Grossed	Projected
Analyzed	Billed	Developed	Managed	Reconciled
Appraised	Budgeted	Earned	Marketed	Streamlined