

## Resume/CV Writing Guide - 2016-2017

A well-crafted, targeted resume can open doors and give you an edge when applying for internships, jobs, scholars programs and other activities. By effectively describing your education and experience, your resume will give employers a sense of how your skills and qualifications will translate into success at their organization. The tips provided in this guide are to make your resume not only effective when printed, but also, when viewed (or scanned) digitally by recruiters or recruiting software.

**CONSISTENT, PLEASANT FORMATTING:** Experts say that recruiters spend approximately 10 seconds scanning a resume before deciding whether to read it closely. A strong resume - with good formatting, white space and highlighted content that piques their interest - can get past this scan to receive a serious review.

**We recommend that you use one of the Agnes Scott College templates** (see sample template at the end of this guide; others are on our website). If you choose not to use a template, adhere to the formatting guidelines below:

- **Margins:** .8" to 1"
- **Length:** Always one page; CVs are longer and require a different format (see Headings section below\*)
- **Font:** Black, easy-to-read font like Calibri, \*Arial, Arial Narrow, Garamond, \*Georgia, or \*Trebuchet MS  
**\*Use these fonts if you fill out an application online – they're easily read by applicant tracking systems**
- **Font Size:** 10-12 point for body; 14 – 18 point for your name (centered or left justified, NOT in the header)
- **Bold:** Use sparingly and consistently to emphasize school/organization names
- **Italics:** Use sparingly and consistently to emphasize position titles
- **Underlining/graphics/symbols:** Avoid all of these as resumes are formal documents
- **Bullets:** Use round or square solid, black bullets
- **Presentation:** If emailing document, always proof and PDF the document; If offering resume in person, print or copy on ≥ 24 lb weight white or off-white paper

**PROFESSIONAL, ACCURATE CONTACT INFORMATION.** Use only an email address and phone number that you check regularly. Make sure you list a student or other appropriate email address and have a professional greeting on your voicemail. Also, answer your phone professionally during your job/internship search.

**MEANINGFUL HEADINGS:** Organize your information into logical categories. Standard headings are: EDUCATION (including study abroad), HONORS (including academic scholarships), EXPERIENCE (including work and internships – paid and unpaid), CAMPUS & COMMUNITY INVOLVEMENT or LEADERSHIP, and SKILLS (software, languages, lab). Employers no longer look for an objective in a resume, as your cover letter states your internship/job objective. Only include an objective when handing your resume to a recruiter (such as at a job fair.)

**\*CVs:** If you're a junior or senior pursuing a research position or graduate school, you may extend your document onto two pages - if you have significant Laboratory/Research Experience, Presentations or Publications.

### **Education:**

- List the full name of the degree you are pursuing: Bachelor of Arts/Science in (major).
- GPA: Include if 3.0 or above. List Major GPA instead if it is higher.
- High School: Only include if you are a first year student applying for an internship OR if you graduated from a top high school in the city where you are searching for a position.
- Relevant Coursework: List higher level courses (e.g., Econometrics for Econ majors) or elective coursework related to position you are seeking, separated by commas.

**Experience (in many forms):** Relevant experience comes from many situations including internships (both paid and unpaid), regular community and volunteer service, campus involvement, community and campus leadership, athletics and part-time, summer or work-study jobs. Review the description for position(s) you are seeking. In your resume, include experiences that best showcase how your strengths align with the job description.

**List your positions in reverse chronological order, beginning with those which are current or most recent. Use 2-4 bullets per position to make it easy for the reader to scan the resume.**

- Each bullet point must be clear, truthful and comprehensive. Provide impressive detail as opposed to vague descriptions, however try to not to exceed 2 lines per bullet.
- Start each bullet with a verb (see attached list) and describe what you did/do, for whom and why, including the outcome. Do NOT begin bullets with “responsible for” or “duties included.”
- Use present tense of the verb for current positions. Use past tense if you are no longer in the role.
- Think of STAR: each bullet point should describe a specific **S**ituation, your **T**asks related to that situation, the **A**ction(s) you took and the **R**esults you achieved. Examples:
  - Research and organize information on 100+ Metro Atlanta companies hiring plans and practices to create directory of entry level job opportunities for students
  - Selected by faculty to tutor peers in 200-level Chemistry and Biology courses for four hours per week; trained to identify learning challenges and teach strategies for improved retention
  - Oversaw team of six orientation leaders to create and execute schedule of student bonding activities for first year students, achieving improved satisfaction ratings by 10% over previous year
- Do not use personal pronouns (my, our, etc.) Avoid informal language, slang and unfamiliar acronyms.
- Under each position, list most impressive/relevant bullet first. Save “basic” tasks for last bullet or omit.

**Community and Campus Engagement:** Employers like to see students who have taken initiative to be involved and reach goals. Consider and describe the ways you specifically have positively impacted your campus or local community through clubs, student government, or other groups.

- List any leadership positions you held and describe your accomplishments in each role. Also list any activities that may not have involved leadership but show accomplishment and dedication

**Skills:** Only include hard, testable skills such as specific software, language or lab proficiencies.

**KEY, INDUSTRY-SPECIFIC WORDS:** Keywords are typically nouns used by automated software to sort and score digital resumes. Recruiters, human resources staff and hiring managers also use keywords unconsciously as they scan resumes looking for certain experiences or skills. Review the job/internship postings for your desired career field and use terms from these descriptions in your resume, where relevant and genuine.

**REFERENCES: Unless requested, do NOT include references or statement “References Available Upon Request”.**

- If asked to submit references, list their names a separate page with contact information and how they know you. Label the page with your name and contact info in case it becomes separated from the resume.
- Employers prefer references from supervisors, professors, or community leaders who have worked with you and can speak to your commitment, integrity, and ability. Use only references from whom you’ve received direct permission and you know will speak positively.

**PROFESSIONAL PRESENTATION: PROOF and proof again.** Spell check and grammar check. Then ask someone to read your document line by line! **PDF your resume before emailing.** Do not send your resume in Word unless specifically directed to do so. To preserve formatting, save your resume as a PDF before sending electronically.

**For resume review (usually within 5 business days), upload your resume to: [www.agnesscott.edu/hireascottie](http://www.agnesscott.edu/hireascottie), or come to our office hours during the school year: Wednesdays 9am-11am and Thursdays 2:30-4:30pm. You may also want to view real student resume samples that are posted in our office.**

## List of Action Verbs for Resumes & Professional Profiles

### Communication

Address	Consult	Document	Incorporate	Meet	Promote	Respond
Advertise	Contact	Draft	Influence	Motivate	Publicize	Solicit
Arrange	Convey	Edit	Inform	Negotiate	Publish	Specify
Ascertain	Convince	Educate	Interact	Network	Question	Speak
Author	Correspond	Enlist	Interpret	Observe	Recruit	Suggest
Brief	Define	Explain	Interview	Outline	Refer	Summarize
Collaborate	Describe	Express	Involve	Participate	Reinforce	Synthesize
Communicate	Develop	Follow-up	Lecture	Persuade	Report	Translate
Compose	Direct	Formulate	Market	Present	Resolve	Write

### Creative/Entrepreneurial

Act	Create	Drive	Illustrate	Model	Photograph	Review
Adapt	Customize	Entertain	Imagine	Modernize	Plan	Revise
Advertise	Design	Execute	Influence	Modify	Present	Revitalize
Broaden	Develop	Exhibit	Initiate	Motivate	Produce	Shape
Collaborate	Discover	Explore	Inspire	Originate	Recommend	Sketch
Combine	Display	Fashion	Institute	Outline	Redesign	Spark
Conceive	Draw	Forge	Invent	Perform	Reengineer	Spearhead
Conceptualize	Demonstrate	Formulate	Lead	Persuade	Reshape	Transform

### Financial

Account for	Audit	Control	Determine	Manage	Prepare	Reconcile
Administer	Balance	Correct	Estimate	Measure	Procure	Reduce
Allocate	Budget	Create	Finance	Model	Project	Research
Analyze	Calculate	Cross-	Forecast	Monitor	Purchase	Streamline
Align	Computer	reference	Increase	Plan	Quantify	Transfer

### Helping

Advise	Assess	Counsel	Enlist	Guide	Prescribe	Represent
Advocate	Assist	Diagnose	Ensure	Inspire	Protect	Serve
Aid	Coach	Educate	Evaluate	Moderate	Prevent	Simplify
Answer	Collaborate	Enable	Facilitate	Observe	Refer	Support
Arrange	Contribute	Encourage	Foster	Predict	Rehabilitate	Volunteer

**Research**

Accumulate	Clarify	Design	Evaluate	Hypothesize	Locate	Study
Acquire	Collect	Detect	Examine	Identify	Modify	Summarize
Amplify	Compare	Determine	Experiment	Inspect	Organize	Survey
Analyze	Conduct	Discover	Extract	Interpret	Process	Test
Calculate	Critique	Disprove	Formulate	Interview	Review	Troubleshoot
Chart	Diagnose	Dissect	Gather	Investigate	Research	

**Leadership/Management**

Accomplish	Conduct	Devote	Formulate	Leverage	Preside	Revitalize
Administer	Consolidate	Direct	Generate	Manage	Prioritize	Reward
Adjust	Consult	Dispense	Handle	Maintain	Produce	Save
Analyze	Contact	Eliminate	Implement	Merge	Propose	Schedule
Appoint	Coordinate	Employ	Improve	Motivate	Realize	Streamline
Approve	Decide	Emphasize	Incorporate	Optimize	Recommend	Strengthen
Assign	Decrease	Enforce	Increase	Orchestrate	Recruit	Supervise
Assume	Delegate	Enhance	Initiate	Organize	Regulate	Terminate
Chair	Design	Establish	Inspire	Overhaul	Reorganize	Unite
Choose	Determine	Evaluate	Institute	Oversee	Replace	
Conceptualize	Develop	Execute	Lead	Plan	Review	

**Teaching**

Accept	Clarify	Designate	Facilitate	Initiate	Persuade	Solicit
Adapt	Coach	Develop	Focus	Inquire	Postulate	State
Advise	Command	Direct	Generate	Instill	Praise	Stimulate
Analyze	Communicate	Educate	Guide	Instruct	Provoke	Structure
Apply	Compliment	Elaborate	Head	Interact	Question	Synthesize
Appraise	Conduct	Elicit	Hypothesize	Integrate	Reinforce	Teach
Appreciate	Cooperate	Emphasize	Identify	Investigate	Rephrase	Thank
Assess	Coordinate	Enable	Implement	Listen	Research	Theorize
Assign	Correct	Encourage	Incorporate	Model	Reward	Train
Attend	Critique	Evaluate	Indicate	Motivate	Set Goals	Tutor
Challenge	Define	Explain	Individualize	Observe	Set Standards	
Choose	Demonstrate	Explore	Inform	Organize	Simplify	

# Student Name

email@agnesscott.edu Phone Number  
Street Address, City, State

## EDUCATION

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### Agnes Scott College

Bachelor of Arts/Science in Major

GPA: X.X

Relevant Coursework: High level or elective courses taken that are relevant to position you're seeking

Honors: Honors while at ASC including the names of academic scholarships, separated by commas

Decatur, GA

Expected Month Year

### Study Abroad University or Global Awareness Program

Describe what you studied/did, starting with action verb found in Resume Guide

City, Country

Month(s) Year

## EXPERIENCE

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### Employer/Internship site/ASC Department (work or research)

Position Title

- Begin bullets with action verbs found in the Resume Writing Guide
- Describe Situations or Tasks of your role, the Actions you took and the Results you created
- AVOID "Responsible for" and "duties included"
- Provide numbers or commendations to support outcomes

City, State

Dates Position Held

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Dates Position Held

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- Provide numbers or commendations to support outcomes

City, State

Dates Position Held

## CAMPUS AND COMMUNITY INVOLVEMENT

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### Student Organization/Club/Athletic Team/Fine Arts Company/Community Service

Positions Held

- Begin bullets with action verbs to illustrate YOUR role in organization
- Describe outcomes and impact of your involvement/role on organization/club/team

City, State

Dates Position Held

### Student Organization/Club/Athletic Team/Fine Arts Company/Community Service

Positions Held

- Begin bullets with action verbs to illustrate YOUR role in organization
- Describe outcomes and impact of your involvement/role on organization/club/team

City, State

Dates Position Held

## SKILLS

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- List Proficiency in relevant/requested skills: Software Programs (e.g., Photoshop, Microsoft Excel, SPSS, STATA)
- List any languages you speak besides English and your proficiency (native, fluent, intermediate or conversational)