

CAREER EXPERIENCE

The body of your resume should include your career experience. This can be one section, or it can be divided up into several sections, each with their own heading. Within this section you need to include the name and location of the company or organization you worked for, the date you started (month and year) and the date you finished (month and year), and your position or title. In addition to this, you will include the bullet points for the relevant position. Ask for a sample resume to see examples of how a career experience section can be laid out.

ADDITIONAL RESUME SECTIONS

There are many optional sections of your resume you can choose to add. Below are some tips for each one.

Leadership Roles and Activities

These experiences should not be underestimated. They can show your versatility and topics you are passionate about. You can create a two column list and even add bullet points if you think that your responsibilities developed your skills further. If you don't have any activities you are currently involved with, consider becoming an active member in a student organization, volunteering with a local non-profit, or joining a national organization affiliated with your major.

Honors and Awards

Your honors and awards can be it's own section, or included under your Education. You can list scholarships, awards, dean's list, etc. You may even list nominations to organizations or special group and honorary associations or societies. This section can also list conferences you attended, presentations you've given, and/or publications. If you have completed any certifications or educational trainings you can add those too.

Skills

A Skills section can include languages you may be proficient at (other than English), study abroad experiences, and computer or software systems you have used. You may also choose to use this section to list certifications you may have, such as First Aid.

References

Many people choose to add a section for References and add a line stating, "available upon request". This is a fine approach, however, you can use a separate page with your name at the top, and list 3-5 individuals who know you and can speak highly of you. You want to make sure you include the names, titles, complete addresses, emails, and telephone numbers for each reference. It is beneficial to your reference if you also provide them with a copy of your resume once you have submitted your final copy for the positions. Remember to also thank your reference for being one for you!

NEED MORE HELP?

Career Services at Lourdes University is always here to help you be successful. If you'd like to schedule a one on one consultation, we would be happy to meet with you. We also offer workshops every fall and spring on a variety of topics. Check out our schedule at the website below or contact us to schedule an appointment today.

www.lourdes.edu/career-success

419-824-3704

career@lourdes.edu

RESUME BASICS



A resume is a factual, verifiable and professional document. The document contains relevant information and accomplishments in an organized and error-free format. Because the resume will be skimmed in approximately 25 to 35 seconds, it should be clear, concise, direct and easy to read.

RESUME LENGTH AND FORMAT TYPES

The length of the resume depends on your major and industry. Your resume should include all relevant information and not overcrowd your document. If your content continues onto a second page, the second page should fill at least half of it. You should also include your name and the page number on your second page. Here are some tips to make your document look clean and polished.

- Name can be 16-18 pt. Font
- All other text should be 10-12 pt.
- Margins can be reduced to half an inch

Resumes come in many different styles and formats. The two main styles are chronological and functional. Both are equally professional, however, one may highlight your skills differently than the other.

Chronological

Your work history is arranged in reverse chronological order within each section of your resume. This means your most recent experience is displayed first under each heading. This type can display growth and accomplishments as they increase through your professional and educational experiences.

Functional

The functional resume format focuses on skill sets rather than the order in which your experiences occurred. This format gives you maximum flexibility to display the skills you have to offer and it can include any temporary, volunteer, or other work experiences. It can also help an individual who may have an employment time lapse.

SECTIONS OF THE RESUME

Your resume should have defined sections throughout the document. Below are some ideas of sections that you should consider including on your career document.

- Contact Information
- Career Objective
- Summary of Qualifications
- Education
- Related Career Experience
- Additional Career Experience
- Honors/Leadership Activities
- Volunteer/Community Service
- Optional Information (Study Abroad, Hobbies, etc.)
- References

CONTACT INFORMATION

Your contact information should be reviewed and updated regularly. Your full name, address (including a permanent and school address if needed), phone number, and email address are significant pieces of information to include. Should you have a complete LinkedIn profile, you may also choose to add the link to your profile under this section as well. For more information about how to create a complete LinkedIn profile, ask a staff member in Career Services for an appointment or workshop schedule.

CAREER OBJECTIVE

A career objective is an optional section of your resume. If you include one it should not be a general statement, but rather should be tailored to each position you apply for. Consider identifying the position specifically, the organization type, or the experience and skills you have to offer. An example could be one of the following:

- *To gain an internship in the field of _____, offering skills in _____ and _____.*
- *To obtain the _____ position with _____ in which to utilize my _____ and _____ to help the organization succeed.*

Here is an example of a well thought out career objective:

- *To obtain a child life specialist position with Toledo Children's Hospital in which to utilize my active listening and complex problem solving skills to collaborate with families and physicians in a healthcare setting*
- *Seeking a position in the protective services unit of a family services department, especially interested in investigation or abuse and neglect of the elderly.*

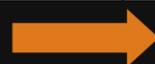
EDUCATION

The education section of your resume highlights your academic accomplishments to employers. Information related to your high school experience should not be included unless there is a specific skill you wish to highlight. You should list the most recent degree you are pursuing first, followed by any other degrees or certificates you may have in reverse chronological order. You should include the institution you are attending, the city and state where the institution is located, your anticipated graduation date, and the degree (with no abbreviations), major, minor, specialization, and/or concentration. You may choose to also include your GPA, any research topics, special projects, or education abroad opportunities as well. For any student that worked full-time throughout their academic career to help pay for their educational expenses, that can also be noted under this heading.

THE BULLET POINT

The bullet point communicates a skill, knowledge, ability, or accomplishment and how you got it to an employer. Each bullet should highlight you and what you have to offer! Bullet points can be difficult to write. You should start each bullet point with a good action verb that communicates a skill, and quantify anything that you are able to.

ACTION VERBS



COMMUNICATION

Addressed
Advised
Arbitrated
Articulated
Clarified
Connected
Corresponded
Defined
Developed
Drafted
Edited
Explained
Formulated
Integrated
Interpreted
Interviewed
Led
Listened
Mediated
Moderated
Negotiated
Organized
Persuaded
Presented
Promoted
Proposed
Publicized
Read
Spoke
Summarized
Synthesized
Translated

MANUAL SKILLS

Adjusted
Assembled
Built
Cleaned
Constructed
Controlled
Created
Cut
Demonstrated
Devised
Dismantled
Drafted
Drew
Estimated
Evaluated
Fixed
Inspected
Maintained
Monitored
Operated
Programmed
Repaired
Scheduled
Tabulated

TEAMWORK

Advised
Arranged
Collaborated
Communicated
Conducted
Consulted
Contributed
Conveyed
Convinced
Coordinated
Created
Demonstrated
Developed
Directed
Endorsed
Entertained
Hosted
Influenced
Informed
Mediated
Motivated
Negotiated
Performed
Planned
Promoted
Recommended
Recruited
Represented
Sponsored
Supported

RESEARCH SKILLS

Analyzed
Assembled
Collaborated
Collected
Communicated
Compiled
Conducted
Demonstrated
Designed
Diagnosed
Equated
Evaluated
Examined
Formulated
Identified
Inspected
Interviewed
Investigated
Maintained
Observed
Operated
Questioned
Recognized
Refined
Surveyed
Synthesized
Tested
Verified

ANALYTICAL SKILLS

Adjusted
Aligned
Assembled
Calculated
Catalogued
Clarified
Computed
Created
Critiqued
Detailed
Devised
Drafted
Engineered
Financed
Organized
Programmed
Refined
Restructured
Reviewed
Revised
Solved
Structured
Summarized
Synthesized
Systemized
Updated

TEACHING

Assessed
Contracted
Collaborated
Coordinated
Corrected
Counseled
Demonstrated
Developed
Encouraged
Evaluated
Facilitated
Fostered
Guided
Identified
Implemented
Improved
Inspired
Integrated
Lectured
Led
Listened
Mediated
Moderated
Monitored
Persuaded
Planned
Presented
Responded
Summarized
Taught

ORGANIZATION SKILLS

Arranged
Categorized
Classified
Collaborated
Collected
Compiled
Coordinated
Developed
Filed
Generated
Implemented
Improved
Incorporated
Maintained
Placed
Planned
Processed
Proposed
Sorted
Systemized

SELLING SKILLS

Advised
Asked
Calculated
Closed
Communicated
Compared
Contacted
Contracted
Convinced
Differentiated
Influenced
Informed
Inspected
Negotiated
Persuaded
Promoted
Recommended
Represented
Reviewed

LEADERSHIP

Administered
Analyzed
Assessed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Empowered
Evaluated
Executed
Improved
Increased
Initiated
Maintained
Monitored
Obtained
Organized
Overhauled
Oversaw
Planned
Prioritized
Produced
Recommended
Restructured
Strengthened
Supervised
Supported

FINANCIAL SKILLS

Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Compared
Compiled
Computed
Correlated
Examined
Forecasted
Formulated
Leveraged
Managed
Maximized
Planned
Processed
Projected
Recognized
Reconciled
Recorded
Reduced
Reported
Verified

CREATIVE SKILLS

Acted
Composed
Conceived
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Improvised
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped
Translated

PROBLEM-SOLVING

Adapted
Adjusted
Allocated
Analyzed
Assessed
Clarified
Collaborated
Completed
Consulted
Created
Decided
Delegated
Designed
Developed
Devised
Diagnosed
Endorsed
Ensured
Established
Examined
Executed
Expedited
Finalized
Identified
Implemented
Improved
Improvised
Incorporated
Initiated
Instituted
Invented
Managed
Maximized