

Lourdes University: Career Services

Résumés



- Difference between Candidates:
 - Neatness and Organization
 - Accuracy
 - Relevant Information
 - Concise
 - Accomplishment Focused
- Important Concepts:
 - Highlight your accomplishment and skills
 - Present from the perspective of the person receiving
- *Résumé* Rules:
 - Length is dependent on relevant information
 - Format to fit the page
 - If utilizing a second page, make sure at least half of it is full
 - 16 pt. Name and 10-12 pt. body text sizes are appropriate
 - Use action verbs
 - Quantify your skills
- Sections of *Résumé*:
 - 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
- The Bullet Point:
 - Skill, Knowledge, Ability, or Accomplishment = How you got it!
- References:
 - Separate Page with your Name on the top
 - 3-5 Individuals who speak highly of you and ask if they can be one
 - Names, Titles, Complete Addresses, e-mails, and telephone numbers
 - Give reference people a copy of your *résumé*

To schedule a one-on-one consultation or to find out more information about our programs
please contact Career Services at:

419-824-3704

career@lourdes.edu

MAH 132

www.lourdes.edu/career-success

<u>Communication</u>	<u>Teamwork</u>	<u>Analytical Skills</u>	<u>Organization Skills</u>	<u>Leadership</u>	<u>Creative Skills</u>
Addressed	Advised	Adjusted	Arranged	Administered	Acted
Advised	Arranged	Aligned	Categorized	Analyzed	Composed
Arbitrated	Collaborated	Assembled	Classified	Assessed	Conceived
Articulated	Communicated	Calculated	Collaborated	Assigned	Conceptualized
Clarified	Conducted	Catalogued	Collected	Attained	Created
Connected	Consulted	Clarified	Compiled	Chaired	Designed
Corresponded	Contributed	Computed	Coordinated	Consolidated	Developed
Defined	Conveyed	Created	Developed	Contracted	Directed
Developed	Convinced	Critiqued	Filed	Coordinated	Established
Drafted	Coordinated	Detailed	Generated	Delegated	Fashioned
Edited	Created	Devised	Implemented	Developed	Founded
Explained	Demonstrated	Drafted	Improved	Directed	Illustrated
Formulated	Developed	Engineered	Incorporated	Empowered	Improvised
Integrated	Directed	Financed	Maintained	Evaluated	Integrated
Interpreted	Endorsed	Organized	Placed	Executed	Introduced
Interviewed	Entertained	Programmed	Planned	Improved	Invented
Led	Hosted	Refined	Processed	Increased	Originated
Listened	Influenced	Restructured	Proposed	Initiated	Performed
Mediated	Informed	Reviewed	Sorted	Maintained	Planned
Moderated	Mediated	Revised	Systemized	Monitored	Revitalized
Negotiated	Motivated	Solved	<u>Selling Skills</u>	Obtained	Shaped
Organized	Negotiated	Structured	Advised	Organized	Translated
Persuaded	Performed	Summarized	Asked	Overhauled	<u>Problem-Solving</u>
Presented	Planned	Synthesized	Calculated	Oversaw	Adapted
Promoted	Promoted	Systemized	Closed	Planned	Adjusted
Proposed	Recommended	Updated	Communicated	Prioritized	Allocated
Publicized	Recruited	<u>Teaching</u>	Compared	Produced	Analyzed
Read	Represented	Assessed	Contacted	Recommended	Assessed
Spoke	Sponsored	Contracted	Contracted	Restructured	Clarified
Summarized	Supported	Collaborated	Contracted	Strengthened	Collaborated
Synthesized	<u>Research Skills</u>	Coordinated	Convinced	Supervised	Completed
Translated	Analyzed	Corrected	Differentiated	Supported	Consulted
<u>Manual Skills</u>	Assembled	Counseled	Influenced	<u>Financial Skills</u>	Created
Adjusted	Collaborated	Demonstrated	Informed	Allocated	Decided
Assembled	Collected	Designed	Inspected	Analyzed	Delegated
Built	Communicated	Developed	Negotiated	Appraised	Designed
Cleaned	Compiled	Encouraged	Persuaded	Audited	Developed
Constructed	Conducted	Evaluated	Promoted	Balanced	Devised
Controlled	Demonstrated	Facilitated	Recommended	Budgeted	Diagnosed
Created	Designed	Fostered	Represented	Calculated	Endorsed
Cut	Diagnosed	Guided	Reviewed	Compared	Ensured
Demonstrated	Equated	Identified		Compiled	Established
Devised	Evaluated	Implemented		Computed	Examined
Dismantled	Examined	Improved		Correlated	Executed
Drafted	Formulated	Inspired		Examined	Expedited
Drew	Identified	Integrated		Forecasted	Finalized
Estimated	Inspected	Lectured		Formulated	Identified
Evaluated	Interviewed	Led		Leveraged	Implemented
Fixed	Investigated	Listened		Managed	Improved
Inspected	Maintained	Mediated		Maximized	Improvised
Maintained	Observed	Moderated		Planned	Incorporated
Monitored	Operated	Monitored		Processed	Initiated
Operated	Questioned	Persuaded		Projected	Instituted
Programmed	Recognized	Planned		Recognized	Invented
Repaired	Refined	Presented		Reconciled	Managed
Scheduled	Surveyed	Responded		Recorded	Maximized
Tabulated	Synthesized	Summarized		Reduced	
	Tabulated	Taught		Reported	
	Tested			Verified	
	Theorized				
	Verified				
	Wrote				