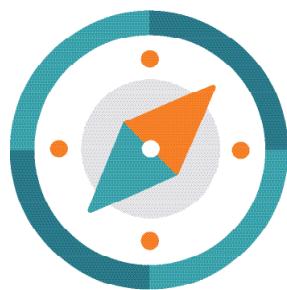


Resume Guide



Center for
CAREER
Development

PRINCETON UNIVERSITY

CRAFTING YOUR DESCRIPTIONS

Adapted from South Dakota State University Office of Career Development; includes content from
<http://artsbridge.com/how-can-a-theatre-major-prepare-you-for-success/>

Students often lament a perceived lack of experience, struggle to make connections between their experiences and what is required in a job description or worry about how experiences in one realm (e.g., independent research) translate into another (e.g., an industry internship). To allay those fears, use this three-step worksheet to (1) identify your transferable skills or the skills listed in a specific job description (2) note where those skills were learned/developed, and (3) turn these general concepts into **Action-Oriented Accomplishment Statements**.

Step 1: Identify your transferable skills

Place a check mark next to each skill you possess. Think about all settings in which you may have used/developed each skill. Then, circle the ones you consider to be your top 10.

Communication & Creativity

- Writing clearly and concisely
- Listening attentively
- Expressing ideas
- Using media to present ideas
- Reporting information
- Public speaking
- Making presentations
- Describing feelings
- Improvising
- Doing more with less
- Appreciating diversity
- Providing accurate descriptions

Leadership

- Managing and supervising groups
- Delegating responsibility
- Promoting and adapting to change
- Prioritizing tasks
- Identifying areas for improvement
- Facilitating meetings
- Coaching/mentoring/counseling
- Evaluating progress
- Giving praise and credit
- Setting and accomplishing goals
- Eliciting input and providing feedback

Teamwork

- Generating and initiating ideas
- Making decisions with others
- Respecting others
- Developing rapport
- Sharing credit/cooperation
- Interacting effectively
- Collaborating in diverse or multicultural environment
- Meeting team expectations
- Perceiving feelings, situations
- Listening to others

Problem-Solving

- Anticipating potential problems
- Defining problems and possible causes
- Identifying and selecting solutions
- Creating innovative approaches
- Involving group members in problem-solving
- Developing plans to implement solutions
- Establishing general principles
- Teaching/training others
- Solving problems/mediating
- Implementing sound decisions

Research

- Forecasting/predicting
- Designing an experiment
- Imagining alternatives
- Identifying resources
- Extracting important information
- Defining needs
- Development strategies
- Formulating conclusions
- Conceptualizing ideas
- Observing and discovering
- Analyzing information
- Presenting findings
- Learning new tools/techniques

General Work

- Setting and meeting deadlines
- Accepting responsibility
- Enlisting help
- Editing/proofing
- Negotiating/persuading
- Seeking opportunities for professional growth
- Taking initiative
- Managing time and stress
- Responding well to feedback
- Remaining calm under pressure

ACTION-ORIENTED ACCOMPLISHMENT STATEMENTS

Showcasing what you've done and why it mattered is the best way to ACE resume writing! Start with an **Action Verb** to show you did something. Then provide the **Context** for that action using quantitative and qualitative terms. Lastly, demonstrate the **End Result** of your actions to show the value of your contributions!

Sample Accomplishment Statements

- Allocated \$1,500 budget to promote annual National Coming Out Day rally, increasing participation 25% over previous year.
- Coordinated three fundraising events for local shelters, raising \$8,000 and greatly improving community awareness.
- Collaborated with a partner to formalize a 400-page training curriculum, creating a structure that made the progression of material clear and logical.

Action Verbs

Management & Leadership

administered
appointed
approved
assigned
attained
authorized
chaired
consolidated
controlled
coordinated
decided
delegated
directed
eliminated
emphasized
enforced
enhanced
executed
handled
headed
hired
hosted
increased
instituted
led
managed
merged
overhauled
oversaw
planned
prioritized
produced
recommended
streamlined
strengthened
supervised

corresponded

defined

described

discussed

drafted

edited

elicited

enlisted

expressed

influenced

informed

instructed

interacted

interviewed

joined

judged

listened

mediated

moderated

motivated

negotiated

observed

outlined

persuaded

presented

promoted

proposed

publicized

recruited

reinforced

reported

responded

solicited

specified

suggested

synthesized

translated

wrote

gathered

identified

inspected

interpreted

investigated

located

measured

researched

searched

summarized

surveyed

tested

Technical

adapted

assembled

built

constructed

converted

debugged

engineered

fabricated

installed

maintained

operated

programmed

rectified

regulated

remodeled

repaired

replaced

solved

specialized

studied

upgraded

Financial/Data

adjusted

allocated

analyzed

appraised

assessed

audited

balanced

calculated

computed

conserved

corrected

estimated

forecasted

marketed

projected

reconciled

retrieved

Helping

advised

advocated

answered

cared for

coached

collaborated

contributed

cooperated

counseled

demonstrated

educated

enabled

encouraged

ensured

expedited

explained

facilitated

familiarize

furthered

guided

intervened

motivated

provided

referred

rehabilitated

simplified

supplied

supported

taught

trained

tutored

volunteered

Organization/ Detail

arranged

cataloged

categorized

charted

classified

coded

collected

compiled

distributed

generated

implemented

incorporated

logged

monitored

obtained

ordered

organized

prepared

processed

purchased

recorded

registered

reserved

reviewed

routed

scheduled

submitted

standardized

systematized

updated

validated

verified

Creative

acted

combined

conceptualized

created

customized

designed

developed

displayed

drew

entertained

established

fashioned

founded

illustrated

initiated

integrated

introduced

invented

modeled

modified

originated

performed

photographed

revised

revitalized

shaped

Accomplishments

achieved

completed

expanded

exceeded

improved

pioneered

reduced

resolved

restored

transformed

HELPFUL HEADERS

If you are in the early stages of resume writing, stick with standard headers like Education, Experience, and Activities. As your skillset grows and experience deepens, consider broadening and reframing the headers to draw the reader's attention to key sections of your resume.

EDUCATION

- Academic Background
- Educational Background
- Education and Training
- Related Coursework
- Select Coursework
- Senior Thesis
- Study Abroad

EXPERIENCE

- Academic Projects
- Corporate Experience
- Course Projects
- Global Experience
- Independent Research
- Industry Experience
- Internship Experience
- Military Background
- Professional Experience
- Related Experience
- Related Projects
- Work Experience

ACTIVITIES

- Affiliations
- Associations
- Athletic Achievements
- Civic Activities
- Community Involvement
- Extracurricular Activities
- Leadership Experience
- Professional Activities
- Professional Associations
- Professional Development
- Professional Memberships
- Volunteer Work/Volunteerism

HONORS

- Academic Honors
- Accolades
- Achievements
- Awards
- Commendations
- Distinctions
- Fellowships
- Scholarships

SPECIAL SKILLS/TRAINING

- Certifications
- Language Competencies
- Licenses
- Professional Certifications
- Software/Hardware
- Special Training
- Technical Skills

PUBLICATIONS

- Conference Presentations
- Current Research Interests
- Exhibits
- Papers
- Presentations
- Professional Presentations
- Research Projects
- Senior Thesis

ADDITIONAL SECTIONS

- Interests
- Portfolio
- Relocation