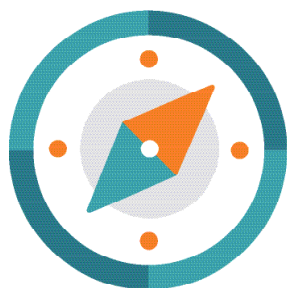


Resume Guide



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

Communication

addressed
advertised
articulated
authored
clarified
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced

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

Research

analyzed
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated

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