



# Resume Guide

*for undergraduate students*

# Write A Resume

Your resume is a summary (the big picture) of your competencies and experiences, both paid and unpaid. You may have one or two versions of your resume, but you'll have a customized cover letter for each position. **Here's how you can start your resume from scratch!**

## EDUCATION

For current students or recent alum, the education section should come first, with the most recent education listed first. You can include: Your institution and location, your degree, major(s) and, if applicable, minor(s), and your expected graduation date.

*Optional: Study abroad programs, previous institutions, high school, relevant courses, GPA*

*Consider: What do these facts demonstrate about you? How does it add to your candidacy?*

## EXPERIENCE

Don't just tell the employer your responsibilities - communicate your accomplishments and transferable skills. Can include full or part time work, summer jobs, internships, research, academic projects, campus leadership, volunteer opportunities, etc. You can highlight different themes that are relevant to the role (e.g., Research, Leadership, Volunteer, Community Engagement).

- List experiences in reverse chronological order within each section (most recent first)
- Include name and location of the organization where this experience took place and the title of your role
- Include start and end date for your experience. If it is ongoing, list your end date as "Present"
- Describe your experience in accomplishment statements (bullet points)

## SKILLS

List relevant skills, these might range from technical skills, like expertise using a digital tool, to experience-based skills like project management or database design. This section can also include certifications, languages, etc. As this section grows, you may divide it into several distinct skills sections like Software Expertise, Lab Skills, Teaching Skills, Design Skills, etc.

# Writing Strong Bullet Points

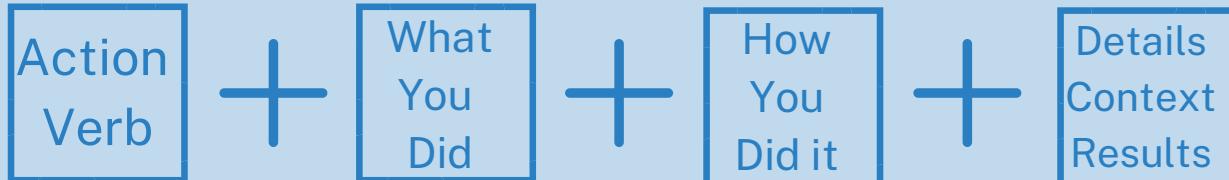
Writing resume bullets can be the most challenging part of building your resume. It's crucial that you effectively describe your experience and skills. Your bullet points should be more than just a list of the tasks and responsibilities you managed in a particular role. You'll need to communicate the skills that you have developed and the skills that distinguish you from someone else who has been in the same role or had similar experiences. You'll also want to demonstrate the impact or results of the tasks and the responsibilities you had.

Think of your bullet points as accomplishment statements. Ask yourself:

- What did you accomplish? Why and how did you complete this task?
- What was your unique impact or contribution within this role?
- What sets you apart from others who might have done something similar?

## THE FORMULA

To help you get started, use the following basic formula to craft your resume bullets:



Every bullet should begin with a strong action verb. Use the [action verb list](#) to jumpstart your ideas.

This is a brief statement of the task, duty or responsibility. Take any opportunity to quantify what you did. Keep in mind, that this is now the central focus of your bullet point.

Go beyond telling the reader just what you did, but tell them why and how. This is where you start to demonstrate your skills, abilities, and knowledge.

Fill in the details and context that's necessary for the reader to understand the whole picture. If there are results or an impact that you can share, be sure to include that.

## EXAMPLES (before & after)

Responsible for data entry→

Accurately entered data into SIS using strong attention to detail in order to update alumni contact information after yearly alumnae survey

Provide after school tutoring support →

Tutored approximately 10 students in chemistry and biology on a weekly basis while constantly assessing each students' needs in order to structure and scaffold instruction appropriately



# Action Verbs For Resumes

## Management/ Leadership Skills

administered  
accelerated  
appointed  
approved  
assigned  
attained  
authorized  
bolstered  
considered  
consolidated  
contracted  
controlled  
converted  
coordinated  
decided  
delegated  
developed  
directed  
eliminated  
emphasized  
enforced  
enhanced  
established  
executed  
founded  
generated  
handled  
headed  
hired  
hosted  
improved  
incorporated  
increased  
initiated  
instituted  
launched  
led  
managed  
mastered

merged  
motivated  
organized  
originated  
overhauled  
oversaw  
planned  
presided  
prioritized  
produced  
recommended  
reorganized  
replaced  
reviewed  
satisfied  
scheduled  
selected  
streamlined  
strengthened  
supervised  
terminated

## Communication & People Skills

addressed  
advertised  
arranged  
articulated  
authored  
clarified  
collaborated  
communicated  
composed  
condensed  
conferred  
consulted  
contacted  
conveyed  
convinced  
corresponded  
debated  
defined

described  
directed  
discussed  
drafted  
edited  
elicited  
enlisted  
explained  
expressed  
formulated  
furnished  
incorporated  
influenced  
interacted  
interpreted  
interviewed  
involved  
joined  
listened  
marketed  
mediated  
moderated  
negotiated  
observed  
outlined  
participated  
persuaded  
presented  
promoted  
proposed  
publicized  
reconciled  
recruited  
referred  
reinforced  
reported  
resolved  
responded  
solicited  
specified  
spoke  
suggested

summarized  
synthesized  
translated  
wrote

## Research Skills

analyzed  
assessed  
clarified  
collected  
compared  
conducted  
critiqued  
detected  
determined  
diagnosed  
evaluated  
examined  
experimented  
explored  
extracted  
formulated  
gathered  
identified  
inspected  
interpreted  
interviewed  
introduced  
invented  
investigated  
located  
measured  
organized  
researched  
searched  
solved  
summarized  
surveyed  
systematized  
tested

## Technical Skills

applied  
assembled  
built  
conserved  
constructed  
converted  
debugged  
designed  
determined  
engineered  
fabricated  
fortified  
installed  
maintained  
operated  
overhauled  
printed  
programmed  
rectified  
regulated  
remodeled  
repaired  
replaced  
restored  
revamped  
solved  
specialized  
standardized  
studied  
upgraded  
utilized

## Teaching Skills

adapted  
advised  
clarified  
coached  
conducted  
critiqued  
developed  
enabled

## Action Verbs Continued...

encouraged  
evaluated  
explained  
facilitated  
focused  
guided  
individualized  
informed  
instilled  
instructed  
motivated  
persuaded  
scaffolded  
set goals  
simulated  
stimulated  
taught  
tested  
trained  
transmitted  
tutored

### Financial & Data Skills

administered  
adjusted  
allocated  
analyzed  
appraised  
assessed  
audited  
balanced  
calculated  
computed  
conserved  
corrected  
determined  
estimated  
forecasted  
managed  
measured  
planned

projected  
reconciled  
reduced  
retrieved

**Creative Skills**

acted  
adapted  
combined  
composed  
conceptualized  
condensed  
created  
customized  
designed  
developed  
directed  
displayed  
drew  
entertained  
established  
fashioned  
formulated  
founded  
illustrated  
initiated  
instituted  
integrated  
invented  
modeled  
modified  
originated  
performed  
photographed  
planned  
published  
revised  
revitalized  
shaped  
solved

### Helping Skills

adapted  
advocated  
aided  
answered  
arranged  
assessed  
assisted  
cared for  
clarified  
coached  
collaborated  
contributed  
cooperated  
counseled  
demonstrated  
diagnosed  
educated  
encouraged  
ensured  
expedited  
familiarized  
furthered  
guided  
helped  
insured  
intervened  
motivated  
provided  
referred  
rehabilitated  
presented  
resolved  
simplified  
supplied  
supported  
volunteered

### Organization & Detail Skills

approved  
arranged  
cataloged  
categorized  
charted  
classified  
coded  
collected  
compiled  
corresponded  
distributed  
executed  
filed  
generated  
implemented  
incorporated  
inspected  
logged  
maintained  
monitored  
obtained  
operated  
organized  
prepared  
processed  
provided  
purchased  
recorded  
registered  
reserved  
responded  
reviewed  
routed  
scheduled  
screened  
set up  
submitted  
supplied

standardized  
systematized  
updated  
validated  
verified

### More Verbs for Accomplishments

achieved  
completed  
expanded  
exceeded  
improved  
pioneered  
reduced (losses)  
resolved (issues)  
restored  
spearheaded  
succeeded  
surpassed  
transformed  
won

**WANT ONE-ON-ONE SUPPORT?  
VISIT THE CAREER LAB OR SCHEDULE AN APPOINTMENT IN HANDSHAKE**

# Resume Checklist



## IS YOUR RESUME...

- Easy to read?
- Simple, clean font (e.g. Times, Arial, Garamond) 10 to 12 pt. font  
0.5 to 1 in. margins
- Error free (grammar & spelling)?
- Devoid of personal pronouns (I, me, my, we)?
- Concise?
- In reverse chronological order?
- Tailored to the type(s) of opportunities you are seeking?

## DOES YOUR RESUME...

- Effectively communicate your relevant skills and experience?
- Use consistent formatting for dates, job accomplishments, etc.?
- Display your strongest or most relevant qualifications near the top of the page or section?
- Highlight all your related/transferable experience?
- Utilize action verbs and results-oriented language to describe your experience?
- Display on the screen without formatting errors as a pdf attachment?
- Emphasize your strengths and highlights what is unique about your competencies and experiences?
- Use language and keywords from the job description when appropriate?

# NAME

Phone number | Tufts email

## EDUCATION

**Tufts University**, Medford, MA Expected May 20xx  
*Candidate for Bachelors of Arts*

**Saratoga Springs High School**, Saratoga Springs, NY June 20xx  
*High School Diploma*

## WORK EXPERIENCE

**Happy Valley Summer Camp**, Saratoga Springs, *Camp Counselor* May 20xx-Aug20xx  
• Planned, coordinated, and executed activities while guiding group of 20 middle school campers in personal growth and daily living skills  
• Assisted in the direction and supervision of campers in their living unit and during activities while championing program initiatives and camp mission  
• Safeguarded personal property, camp equipment, and facilities  
• Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules and sportsmanship  
• Planned and hosted end of summer bonfire by securing fire permit and needed materials, and teaching safe bonfire procedures to campers

**Hudson Valley YMCA**, Saratoga Springs, *Teen Mentor* May 20xx-Aug 20xx (Seasonal)  
• Facilitated small group discussions with teens about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to safety and harm reduction  
• Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

**Serenity Housing**, Ballston Spa, NY, *Receptionist* Jan 20xx – Aug 20xx  
• Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office  
• Reviewed office databases to update and improve current file

## LEADERSHIP

**Psychology Club**, Saratoga Springs High School, *Vice President* Sept 20xx – June 20xx  
• Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items  
• Coordinated monthly one time volunteer opportunities for members by partnering with local community organizations  
• Coordinated speaker series by researching local psychology professors to come talk with our group and share about their research

## SKILLS & INTERESTS

*Computer:* MS Excel, PowerPoint

*Language:* Proficient in Spanish

*Interests:* Skiing, soccer, basketball, hiking, film

# Name

Cell Phone • Email

## EDUCATION

### Tufts University

Bachelor of Arts in International Relations (Middle Eastern Focus); Minor in Finance

Medford, MA

Expected May 20xx

**Relevant Courses:** Microeconomic Theory, Business Law, Entrepreneurship and Business Plan, Industrial Economics, International Economics, Entrepreneurial Marketing, Entrepreneurial Finance, Statistics, Calculus, Linear Algebra

### University of Queensland, Brisbane, Australia

Spring 20xx

## FINANCIAL EXPERIENCE

### Neuberger Berman

New York, NY

*Portfolio Management Intern and Legal & Compliance Intern*

June – August 20xx

- Researched and analyzed portfolio holdings as part of ongoing due diligence efforts of industry-leading equity portfolio manager specializing in master limited partnerships (\$2.5B AUM as of 8/20xx)
- Prepared report on future prospects of liquid natural gas and presented findings to portfolio management group
- Reviewed investment management agreements with attorneys in Legal & Compliance department and documented specific terms, including most favored nation clauses, for institutional and high net worth clients
- Studied articles from industry publications involving regulatory actions and fines imposed on financial firms and developed summaries for inclusion in firm's annual training presentations
- Developed filing system for documentation associated with pledge and lien accounts at firm
- Partnered with firm's corporate social responsibility arm and Association to Benefit Children by volunteering to help underprivileged children explore New York Metropolitan Museum of Art

### Wealth Management Intern – Dallas, TX

June – August 20xx

- Prepared client asset analyses in Microsoft Excel for meetings with high net worth and ultra-high net worth individuals
- Updated client information in computer database to ensure that portfolio managers had current information
- Provided initial training to new full-time employee including instruction on compiling asset summaries
- Researched charitable foundations, leading to several taken on as new clients

### Wellington Capital

Brisbane, Australia

*Intern*

April – June 20xx

- Communicated with shareholders regarding upcoming shareholder votes in funds collectively worth \$230MM AUD
- Assisted supervisors by compiling and binding research materials, helping with mailings, and printing as required

## LEADERSHIP

### Tufts Financial Group

Medford, MA

*Vice President*

September 20xx – Present

- Serve on the executive board of a student-run investment group managing \$150,000
- Liaise with alumni to develop outreach initiatives such as finding alumni speakers and coordinating events
- Led a team of 20 students and analyze and identify high-potential, undervalued stocks and present to TFG members
- Research and pitch companies for inclusion in portfolio; successful pitches include Express Scripts and Exxon Mobil
- Mentor junior analysts by explaining financial metrics and valuation methods, including DCFs and Comps
- Initiated Analyst Resource Center with 100+ books and additional online resources with industry expertise and advice

### Office of Residential Life and Learning, Tufts University

Medford, MA

*Resident Assistant*

August 20xx – Present

- Advise 40 undergraduate students, organize floor programs, and help resolve personal, academic, and administrative issues
- Monitor two dormitories, ensuring the safety and security of 300 residents
- Participate in extensive training focused on community building and conflict resolution

### Tufts Consulting Collective

Medford, MA

*Project Manager*

January 20xx – Present

- Lead a team of student consultants to provide pricing and marketing strategy for a media start-up
- Perform financial valuation for the company to attract investors

## SKILLS AND INTERESTS

**Language:** Fluent in English and Chinese, Proficient in French

**Computer:** Proficient in Visual Basic, Excel, PowerPoint, Bloomberg, Dealogic, SAS, and Stata

**Interests:** Rafting, Rock Climbing, Soccer, and Historical Fiction

# Name

Phone number | Tufts email | [github.com/myname](https://github.com/myname)

## EDUCATION

**Tufts University**, Medford, MA

May 20xx

*Bachelor of Science in Computer Science, Minor Music Engineering*

GPA 3.53, Dean's List

**Relevant Courses:** Computer Architecture; The Art of Commercial Software Development; Programming Languages; Music Apps on the iPad; Intro to Software Design and Analysis; Music Information Retrieval; Music & Art of Engineering; Computer Tools for Musicians; Acoustics

## TECHNICAL SKILLS

**Software/Tools:** Microsoft Office; AutoCAD, MATLAB, GarageBand, ProTools, Sibelius, Reason, Digital Performer

**Programming Languages:** Visual Basic, C/C++, Java, Python

## PROJECTS

**Earth Navigation**, Introduction to Computer Science, Tufts University

Sept - Dec 20xx

- Designed program that simulated navigation of Earth's Surface using Java

**House Plant Simulator**, Introduction to computer Science, Tufts University

Sept - Dec 20xx

- Built software program that simulated and visualized how plants grow using C++

**TravelPro**, Tufts University PolyHack Competition

Jan 20xx

- Co-Produced project idea, developed pseudocode and integrated program with Tripadvisor API

**Electronic Musical Instrument**, Electronic Instruments, Tufts University

Feb - May 20xx

- Designed and built electronic musical instrument with two other teammates
- Programmed computer to interpret signals based on colors pressed by musician

## EXPERIENCE

**Student Teacher Outreach Mentorship Program (STOMP)**

June 20xx - Present

*STOMPer*

- Teach engineering concepts to sixth grade students at West Somerville neighborhood school on a weekly basis by creating lesson plans and presenting instruction
- Provide mentorship to students through developing individualized relationships outside of instruction time

**Stevenson Lumber Co.**, Stevenson, CT

Sept 20xx - Feb 20xx

*Yard Helper/Delivery Truck Driver*

- Promoted to delivery truck driver from yard helper after six weeks, based on performance and dependability

## ATHLETICS

**Tufts University Varsity Football**

Sept 20xx - Present

*Starting Defensive Back/Gunner*

- Liaise with coaching staff on an on-going basis to enhance team cohesiveness
- Led tours of athletic facilities to prospective student-athletes and their families
- Learn and execute the policies and procedures governed by the NCAA
- Dedicate over 20 hours a week to training, practice and games

## ACTIVITIES

**Kids Day**, Tufts University, *Student Organization Coordinator*

June 20xx - Present

**Computer Science Exchange**, Tufts University, *Member*

Sept 20xx - Dec 20xx

**No Homer's Club, Dodge Ball Benefit Game**, Tufts University

Sept 20xx

**NAME**  
(617) 432-8765  
student@gmail.com

## EDUCATION

**Tufts University**, Medford, MA May xxxx  
*Bachelor of Science in Chemical Engineering*

**Relevant Courses:** Physical Chemistry of Polymers, Hazardous Waste Treatment Technology, Chemical and Biological Separations, Surface and Colloid Chemistry, Reactor Design, Data Structures, Process Dynamics and Controls

## ENGINEERING EXPERIENCE

**Aramco Services Company** May xxxx – Present

*Gas Separations Intern*, Cambridge, MA

- Separated gas molecules for experiments by casting membranes for post processing and characterization
- Experimented with various hollow fiber dopes and conditions by separating and testing membranes using the laserquadra knife
- Functionalized membranes using cross-linking techniques
- Investigated mechanical and thermal properties of various polymers by examining molecules utilizing various strength microscopes
- Conducted single gas tests for performance testing by running separated gas molecules through functioner machine

### Smart Polymers, Membranes and Separations Laboratory

*Undergraduate Research Assistant*, Tufts University, MA January xxxx – May xxxx

- Manufactured polymer membranes and dyes for filtration tests by using a staking polymer technique
- Collected and modeled diffusion rate data on different dyes utilizing a diffuser
- Synthesized zwitterionic copolymers for brackish water testing
- Characterized novel copolymer membranes using FTIR and TGA
- Tested frack wastewater flux and fouling resistance by using a frack measurer

### Bits Bytes & Bots

*Instructor*, Anytown, NY June xxxx – August xxxx

- Taught multiple classes involving Robotics, Game Maker, and Scratch by creating lesson plans and providing weekly instruction
- Guided 20-30 campers through their daily schedule and led fun social transition activities
- Solved any issues that arose between students and with the camp's computers by utilizing training in conflict resolution
- Created curriculum for other instructors to use in future classes by archiving lesson plans and assessments

### Marine Biotechnology Laboratory

*Intern*, University of Connecticut, Stamford, CT June – August xxxx

- Cultivated and gathered seaweed plants in labs and rivers carefully as to preserve the local ocean floor
- Investigated the fluorescence of ground seaweed using blue and black lights and tracked observations

## SKILLS

**Lab:** Polymer synthesis, characterization, NMR, DSC, FTIR, TGA, DMA

**Computer:** Visual Basic, C++, Python, HTML and CSS

**Language:** Proficient Spanish