



THE RESUME

It is important that your resume is done professionally and represents your unique attributes and qualifications in order to differentiate you from others.

This section contains guidelines that will help you to make a professional, well-written resume.

Presentation of the Resume

- Prepare both a printed and an electronic version.
- Use a conservative color of high-quality paper.
 - Off-white
 - Ivory
 - Tan
 - Light grey
- Use a professional typeface in an appropriate font size.
 - Arial, Bookman, Fritz, Helvetica, Soutane, Times New Roman
 - Body = 10-12 point font
 - Address/phone/email = 6-8 point font
 - Name = 14-16 point font (larger than everything else)
- Print the body of the resume in black ink.
 - The headings may be a different color.
- Organize categories by importance and relevance.
- Try several different colors of paper and ink to see which looks the best.
- Make the resume look clear, easy to read, well-organized, and professional.

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Tips for Writing a Resume

These tips will help bring your resume to the top of the stack.

Do:

- Use an excellent printer.
- Use concise, bulleted sentences.
- List experience in reverse chronological order.
- List descriptions in order of importance for the job.
- Begin sentences with professional action verbs (see verb list).
- Use the key words listed in the job description in your sentences.
- Use buzzwords or terms that show your competence in your particular field.
- Use the words “which” or “which resulted in” to show results of each duty or project.
- Results need to be SMART: Specific, Measurable, Action-oriented, Realistic and Time-based.
- List experience in terms of accomplishments instead of responsibilities as much as possible.
- Use numbers, dollar amounts, and percentages to show how well you perform in the workplace.
- Emphasize transferable skills.
- Show who you know. If you reported to someone important, say so. This infers that you are important and someone else thought enough of you to make you responsible for something.
- Proofread carefully and repeatedly for typographical errors, working errors, terminology, and tone.
- Have three to five others review your resume, then change anything they found confusing.



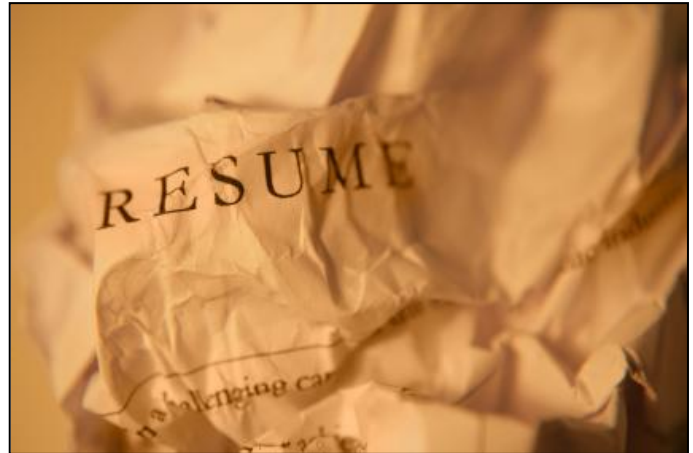
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Tips for Writing a Resume (cont.)

These tips will help keep your resume out of the recycling bin.

Don't:

- Lie or exaggerate.
- Center or justify text.
- Make math mistakes.
- Go beyond one page.
- List high school items.
- Over use **bold** and *italic* type.
- List references on your resume.
- Use nouns to describe your job.
- Use personal pronouns such as I, my, and me.
- Use a resume template or wizard. Design your own template instead.
Use objective/purpose statements. This only tells the company what you want, not what the company wants. Use a Profile or Summary of Qualifications statement instead.



Remember:

A well-prepared resume provides talking points during an interview.

Make sure that your resume emphasizes strengths or experiences that you want to discuss with the interviewer.

Electronically Scannable Resumes

Some organizations use computers to scan resumes for keywords in order to sort out qualified candidates and speed up the hiring process.



How a scannable resume differs from a traditional printed resume:

- Cannot use symbols, lines, graphics, or shading.
- Uses nouns instead of verbs to show experience.
- Uses keywords (buzz words, professional jargon, skill-focused words) that are needed for a job. (A computer will search the resume for keywords.)

Format for a scannable resume:

- Place your name at the very top of every page.
- Do not use italics or bolding—use capital letters instead.
- Print on a LaserJet printer. The scanners can read it better.
- Do not use Times New Roman font. Use sans serif fonts such as Ariel.
- Place your address below your name just like you would on an envelope.

Example Resume Headings

Example #1

John J. Smith
1220 N. 1350 W.
Provo, UT 84604
(801) 555-1818
jjsmith@byu.edu

Example #2

John J. Smith

1220 N. 1350 W., Provo, UT 84604

jjsmith@byu.edu

(801)555-1818

Example #3

John J. Smith

Current: 122 N. 1350 W., Provo, UT 84604
(801) 555-1818

jjsmith@byu.edu

Permanent: 123 Ash St., Lake Oswego, OR 97034
555-1234

(000)

Example #4

John J. Smith

122 N. 1350 W., Provo, UT 84604

jjsmith@byu.edu

(801)555-1818

Example #5

John J. Smith

(This part should be at the bottom of the page ↓)

122 N. 1350 W., Provo, UT 84604

jjsmith@byu.edu

(801)555-1818

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Example Resume Outline

Name

Address / email / phone

Education

B.S./B.F.A. degree candidate, **(INSERT YOUR MAJOR)**,
Brigham Young University

- **Management**, Minor
- Expected graduation date: April 2008
- Cumulative GPA ___/4.0

Experience

Title, Company Name, Place (if there is room), dates

- Action verb starts description of results or responsibilities.
- Action verb starts another description of results or responsibilities.
- Action verb starts another description of results or responsibilities (*use numbers, percentage, and dollar amounts to show results, along with the words “which” and “which resulted in” as much as possible*).

Volunteer Representative, Place you served (without the word mission), dates
(*How to record missions.*)

- (*See list of examples for mission job descriptions.*)
- (*Remember to use numbers.*)

Skills

(*List applicable skills in order of importance.*)

Modeling:

Business:

Computer:

Rendering:

Electronics:

Management:

Construction:

Manufacturing:

Communications:

Language: **Spanish**, fluent oral and written (if you're not fluent then state your level, for example: conversational, basic, survival, etc.)

Strengths: (see strengths list for examples)

Affiliations/ Awards/ Activities

(*List in order as above*) This section is used only if you have space available. You can list Eagle Scout even though it shows gender.

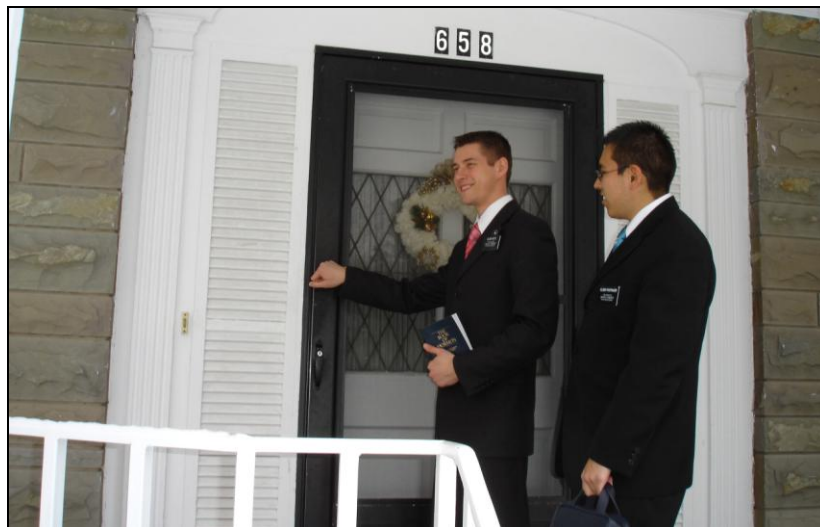
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Example Mission Job Descriptions

Employers are not allowed to ask you any questions related to your religion (such as asking if you served a mission) without facing potential legal consequences for religious discrimination.

They do, however, want to know about the experiences and skills that you acquired as a volunteer representative for a large organization.

The following examples are suggestions for listing applicable business skills acquired in the mission field on your resume in a neutral manner.



Leadership:

- Conducted and presided over meetings.
- Facilitated one on one training in communication skills.
- Responsible for coordinating conferences and language training.
- Traveled to train and motivate_____ full-time volunteer representatives in the areas of communication and administration.
- Held a variety of leadership positions responsible for the health, safety, motivation, and results of other full-time volunteers.

Example Mission Job Descriptions (cont.)

Communication:

- Developed speaking and presentation skills.
- Developed communication and people skills.
- Developed communication, teaching, and office skills.
- Instructed skill development among full-time volunteers.

Management:

- Trained service leaders.
- Sales and presentation experience.
- Training of small groups in communication skills.
- Managed and allocated a fleet of _____ vehicles.
- Organized and trained other leaders in leadership skills.
- Negotiated contracts with local business managers as a financial representative.
- Supervised work and welfare of ___ full-time volunteers in a geographic area.
- Responsible for training, motivation, and supervising over _____ fellow full-time volunteers.
- Managed monthly budget of \$_____ and oversaw its distribution to over _____ full-time volunteers.

Miscellaneous:

- Provided humanitarian relief.
- Assisted with humanitarian aid.
- Performed community service. *(Do not use for a job in California or New York—they will assume that a judge has required it.)*

Examples of Strengths

Leadership:

- Self-starter with proven leadership ability.
- Strong leadership skills and the ability to manage and motivate staff.
- Highly reliable, loyal self-starter; hard-working, goal-oriented team player.
- Skilled at maintaining a balanced, objective viewpoint during problem mediation and resolution while successfully upholding the company's objectives.

Problem Solving:

- Hard-working, reliable, and punctual.
- Well organized with excellent work habits.
- Creative problem solver and effective negotiator.
- Resourceful, efficient, well-organized, and flexible.
- Quick learner; able to grasp new concepts quickly.
- Proven ability to collaborate effectively with clients.
- React quickly—remain calm and decisive during crises.
- Task-oriented and precise with high performance standards.
- Successful meeting fluctuating and tight deadlines with ease.
- Detail oriented, with proven ability to identify, analyze, and solve problems.
- Strong problem solving, organizational, and time management capabilities.
- Hands-on problem solver who takes pride in developing practical solutions.
- Strong troubleshooter, able to identify problems, diagnose causes, and determine corrective actions.
- Strategic thinker and planner able to quickly grasp needs and concerns in vastly distinct areas of responsibility.

Examples of Strengths (cont.)

Communication:

- Functions effectively as a team developer.
- Flexible/adapts to changing business environments.
- Excellent interpersonal and customer relations skills.
- Demonstrated ability to work successfully with diverse populations.
- Ability to understand, relate to, and communicate in diverse cultures.
- Comfortable consulting with clients to determine their needs and priorities.
- Proven ability to communicate technical data and theory to non-technical people.
- Exceptional communication and interpersonal skills; easily develop rapport with peers.
- Strong communication skills, including the ability to effectively interface with all levels of staff and clientele.
- Excellent verbal and written communication; documenting results and informing others of conclusion and outcome.

Management:

- Highly resourceful and organized.
- Team-focused management philosophy.
- Managed quality issues and related tasks effectively.
- Outstanding management, analysis, and interpersonal skills.
- Team-member perspective; builds strong supportive relationships.
- Highly effective at motivating and managing employees and clients.
- Highly motivated and enthusiastic; able to manage multiple projects simultaneously.
- Adept at balancing effective business management with human service, values, and ethics.

Example Action Verbs

Accelerate	Increase speed, hasten, hurry, quicken	Communicate	Impart, convey, exchange, transmit, express
Accomplish	Achieve, complete, finish, carry out, undertake	Compile	Accumulate, collect, gather, assemble, list, compose
Achieve	Attain, realize, accomplish, complete	Compose	Create, write, invent, compile, arrange, order, organize
Adjust	Resolve, settle, adapt, regulate	Compute	Calculate, figure, work out, process
Administer	Manage, direct, run, govern, oversee	Conduct	Guide, control, direct, transmit
Advise	Counsel, recommend, inform, consult	Confer	Bestow, trust, consult, bring together
Analyze	Study, determine, resolve	Construct	Build, create, erect, assemble, form, compose, put together
Answer	Show, evident, manifest, seem	Consult	Consider, ask of, refer to, advise, deliberate, counsel, confer
Apply	To put to use, parallel, suitable, fit, qualify, correlate	Control	Regulate, rule, conduct, direct, retrain, reserve, guide, manage
Appoint	Employ, hire, assign	Coordinate	Harmonize, combine, act together, to bring about
Approve	Endorse, sanction, attest, certify, accredit	Correct	Amend, rectify, alter, adjust, point out
Arrange	Position, place, assemble, organize, display	Counsel	Consult, deliberate, advise, propose
Assign	Prescribe, specify, allot, ascribe	Create	Generate, produce, build, form, construct, invent, establish
Assist	Support, aid, corroborate, maintain, uphold	Delegate	Entrust, appoint, assign, prescribe, allot
Assure	Insure, reassure, convince, guarantee	Demonstrate	Show, prove, exhibit, establish, validate
Attain	Reach, achieve, accomplish, manage, conquer, realize	Design	Plan, intend, devise, propose, invent, create, conceive, fabricate
Authorize	Sanction, justify, warrant	Determine	Decide, resolve, discover, settle, regulate, to bring about or come to
Balance	Assess, consider, compare, evaluate, calculate, maintain, equilibrium	Develop	Set forth, evolve, expound, unfold, grow, promote, process
Budget	Plan, account, make financial arrangements	Devise	Plan, invent, develop, create, formulate
Build	Construct, erect, assemble, fabricate, develop, create, encourage	Diagnose	Recognize, identify, analyze, conclude
Calculate	Compute, analyze, estimate, gauge, determine, evaluate, assess	Direct	Impart, adapt, move, point, extend, lead, show, prescribe, determine
Chair	Preside over, lead, oversee, manage		
Collaborate	Work jointly, cooperate, assist		
Collect	Gather, bring together, extract from, gain, claim, accumulate		

Example Action Verbs (cont.)

Discuss	Reason, examine, declare, consider	Initiate	Cause, introduce, begin, instruct
Edit	Correct, revise, amend, change, alter	Innovate	Invent, pioneer
Educate	Teach, instruct, edify, inform	Inspect	Look over, view closely, examine
Encourage	Foster, stimulate, inspire, spur on	Instruct	Impart, give knowledge or information, direct, teach
Enforce	Strengthen, constrain, compel, urge, carry out, effectuate	Integrate	Incorporate, join together, combine, assimilate
Ensure	Make sure, certain, sage, guarantee, insure, assure, secure	Interpret	Explain, construe, conceive, represent, bring to realization
Establish	Effect, make firm, recognize	Investigate	Inquire, observe or study, examine
Estimate	Appraise, judge, determine, evaluate, value, rate, assess, calculate	Launch	Begin, commence, initiate, instigate, introduce, release
Evaluate	Determine, appraise, estimate	Maintain	Uphold, sustain, continue, retain, preserve, reconcile
Examine	Inspect, observe, study, consider	Monitor	Check, test, watch, observe, regulate, control, keep track of
Execute	Carry out, perform, implement, complete, finish	Negotiate	Discuss, confer, consult, agree, settle
Expand	Enlarge, increase, develop, swell, inflate	Operate	Function, activate, control, maneuver, organize, conduct, direct
Expedite	Speed up, accelerate, advance, hurry up	Organize	Arrange, form, set up, cause, develop, integrate
Extract	Take out, remove	Originate	Initiate, begin, inception, create, construct
Facilitate	Ease, make possible, aid, assist	Participate	Involve in, take part, share, partake
Forecast	Calculate, predict, foretell	Perform	Execute, achieve, complete, present, operate
Formulate	Devise, invent, create, plan, originate	Persuade	Influence, convince, plead with
Found	Establish, originate, create, institute, initiate	Plan	Design, plot, scheme, project, arrange, devise, have in mind
Generate	Produce, create, cause, engender	Prepare	Make ready, work out details, put together, qualify
Head	Lead, control, regulate, supervise	Present	Give, award, impart, offer, display, organize, introduce
Identify	Recognize, discover, distinguish, detect	Process	Treat, handle, sort out, administer, deal with, manage, see to
Illustrate	Exemplify, demonstrate, show		
Implement	Accomplish, carry out, provide		
Improve	Better, enhance, perfect, develop, build up, enrich		
Increase	Augment, amplify, enlarge, enhance, improve, intensify, strengthen, heighten		
Influence	Force, direct, sway, affect, alter, modify		

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Example Action Verbs (cont.)

Produce	Create, make, manufacture, construct, fabricate, generate, yield, emit	Review	Examine, review, evaluate, consider, plan, reflect
Provide	Supply, procure, prepare, fit out	Revise	Amend, modify, adjust, alter, change, correct
Publish	Issue, put out, distribute, circulate, make known	Schedule	Arrange, plan, program
Recruit	Employ, enlist, engage, enroll, take on	Sell	Advertise, vend, retail, promote, market
Recommend	Entrust, commit, advise, endorse, make acceptable	Shape	Have an effect on, influence, mold
Regulate	Control, order, adjust, legalize, standardize, normalize	Solve	Resolve, answer, explain, decipher, work out
Reorganize	Reorder, rearrange, restructure, adjust, change	Streamline	Make more efficient, rationalize, modernize, update, reorganize, restructure, simplify
Report	Relate, cover, present, announce, make known, account	Summarize	Sum up, recapitulate, abridge, review, go over, condense
Represent	Present, depict, typify, advocate, portray, constitute	Supervise	Oversee, superintend, watch, direct, govern
Research	Investigate, study, explore, examine, seek	Teach	Educate, instruct, coach, train, show, demonstrate, clarify
Resolve	Decide, determine, solve, come to a decision	Train	Direct, inform by instruction, teach, prepare, instruct, discipline, drill
Restore	Reinstate, re-establish, bring back, return, renovate, repair, rebuild	Upgrade	Improve, promote, advance, raise
Restructure	Reorganize, streamline, reform, redistribute	Utilize	Use, exploit, employ, operate, develop
Retrieve	Recover, regain, repossess, salvage, rescue, reclaim	Write	Mark, inscribe, compose, create