

Elms College Career Resources

Quick Tips - Resume Writing



- 1. Get Started:** Do not worry about format in the beginning. Just list of all of your activities, work (paid and unpaid), extracurricular activities, classes that are related to your career goal, internships and any special certifications you have achieved.
- 2. Write/ Brainstorm:** Make a list of all of the tasks you performed for each of those activities (except class work unless it was a really unique work-related experience). This part can be tedious, but there are hidden skills in the most taken-for-granted duties.
- 3. Edit:** Take a break and then try to look at your experiences from a fresh perspective. What do your activities say about how you interact with people, organize events, show leadership, handle responsibility (*basically demonstrate skills employers really need*)? Within the description of each activity, arrange the statements according to how strongly they relate to the job you want and/or how well they highlight traits an employer would desire.
- 4. Decide:** Now it is time to select a format. Most traditionally-aged students select chronological or combination resumes. A chronological resume lists experiences strictly according to when you had that experience, with the most recent ones appearing first. This format works well for *most* students because it is easy to organize and is appropriate for those who do not have a lot of in-depth varied experiences.

A combination resume, on the other hand, requires the writer to identify the skills they have, form category headings around those skills, and then make a chronological list of employers at the end of the resume. This format is appropriate for people with a lot of experience or for those who wish to camouflage gaps in their employment.
- 5. Look:** Compare styles. Many samples of each of these formats are located in the Career Center.
- 6. Include:** The basics: education, name, local and permanent addresses (and telephone numbers), job titles, company names, city and state of employer, dates of employment, certifications. Also, when you describe the tasks you performed, keep in mind that YOU performed them - use verbs in the active voice (-ed endings rather than -ing) and avoid using “responsible for” because it gets repetitious.
- 7. Optional:** Objective statement (very effective if you know what you want to do, can be useless if you are still unclear), list of skills, the phrase “references available upon request,” height and weight (only for pilots – don’t include unless it is directly related to the performance of the job).
- 8. Do Not:** Include marital status, religious affiliation, high school information if you have a college degree, the pronoun “I.”
- 9. Check & Proofread:** Consistency in format (does everything line up?), spelling, organization of descriptions (do the most important elements come first?), reading ease (margins, font, font size). Invite others to review your resume and offer feedback and edits.

**Stop by the Elms College Career & Experiential Learning Center
and have your resume reviewed before you send it out. 413-265-2272 Careers@elms.edu**

Resume Format

The following headings are *suggestions*. You do not need to have each heading on your resume. Pick and choose because they may not all be appropriate for you. Sections may also be re-ordered to better market your experiences. Remember, your resume is *your* marketing tool.

NAME

School Address

Elms College
Chicopee, MA 01109
Phone
Email

Home Address

Address
Town, State, Zip
Phone
Email

Objective A brief statement of position you are seeking

Education Elms College, Chicopee, MA
Bachelor of _____ month/year
Major: _____ Minor: _____ Concentration: _____
If there are multiple degrees list most recent degree first.
GPA (list if 3.0 or above) Overall and /or major
Cum Laude?

Relevant Courses List 4-6 courses in your major which are relevant to potential job.
Only include if it will enhance your candidacy

Honors/Awards Dean's List, Academic Honors, Honor Societies

Experience **Job Title**
Employer, city, state, dates of employment
• Describe duties, skills, accomplishments

Experiences can be broken down to Related, Professional, Volunteer, Internship, Summer, Teaching, Clinical, Counseling – whatever works for your specific needs. Think about the reader and what experience you want to be seen first. Those should be closer to the top of the page. Within each section, the most recent position should be listed first.

Activities/Professional Organizations Campus or community organizations: indicate position, mention activities that highlight leadership skills, committee work, significant projects, activities (academic, social, athletic, special skills, training)

Athletics Intercollegiate athletes list team with dates and any honors

Computer Skills
Special Skills
Certifications Computer programs, certifications, license, language skills, travel

References List on a separate page with your contact information at top
Provide name of reference, title, employer, address, phone and description of how person knows you.

ELMS ACTION WORD IDEA LIST

Communication/People Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
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

Creative Skills

Acted
Adapted
Began
Combined

Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Data/Financial Skills

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

Helping Skills

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted

Clarified
Coached
Collaborated

Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Management/Leadership Skills

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced

Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated

Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Tested

*Stop by the Career & Experiential
Learning Center and have your
resume reviewed
before you send it out!
You may set up an appointment or
email it.
careers@elms.edu*

Organizational Skills

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Inspected
Interviewed
Invented
Investigated

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized