

## RÉSUMÉ WRITING GUIDE

Your résumé is often the first impression with a prospective employer. It needs to present the best possible picture of your skills, abilities, and interests. The purpose of a résumé is to convince an employer to select you for an interview. Your ability to communicate in a clear and concise way is an important aspect of your job search. Most employers only spend 4-6 seconds scanning a résumé, and it is important to be succinct while emphasizing your skills and accomplishments.

### **BE CONCISE**

Present your most relevant experiences and accomplishments clearly. Employers expect a concise one-page document. Exceptions to this rule include an extensive work history, multiple clinical or field placements, and related experiences requiring additional explanation.

### **BE HONEST**

The most crucial element in any job search is trust. Don't sell yourself short but never include anything in your résumé that you cannot back up during an interview.

### **NEVER USE TEMPLATES**

Start from a blank Microsoft Word document with one-inch margins and enter your information using bolding, capitalization, and underlining to emphasize titles and headings. Templates are difficult to edit and do not always upload properly into an online application system.

### **BE WELL ORGANIZED**

It is important you organize your sections and information carefully so the document is easy to read and best demonstrates your strong points at a glance.

### **BE PROFESSIONAL**

Do not use color, photos, or graphics, unless seeking an artistic or design position. If you e-mail your résumé for a position, send it as a PDF so the formatting is preserved.

### **DO NOT USE PRONOUNS**

It is standard résumé writing practice that instead of using pronouns like I, my, and me that you drop the pronoun and start all sentences with a strong descriptive action verb.

### **DO NOT INCLUDE PERSONAL OR HIGH SCHOOL INFORMATION**

High school information should be removed after Freshman year in college unless directly relevant to the position. Do not include personal information about gender, race, religion, age, etc.

### **TAILOR AND REVISE**

Your résumé needs to be tailored to the position for which you are applying. Larger companies utilize Applicant Tracking Systems (ATS) to perform a key word search of your résumé to match their job description.

### **BE CAREFUL & PROOFREAD**

Is it completely free of spelling errors, and are you using correct grammar and punctuation? Is your font size and style consistent throughout the entire document?

Be sure to have your résumé reviewed by Career Center staff during  
Walk-In Hours: Monday – Friday, 10:00 AM – 12:00 PM and 1:00 – 3:00 PM

Examples of specialized and industry specific résumés can be found on the Career Center website at  
[www.indstate.edu/Specialized-resumes](http://www.indstate.edu/Specialized-resumes)

## CAREER READINESS ACTION VERBS

The National Association of Colleges and Employers (NACE) identifies core competencies that company recruiters want prospective employees to have prior to being hired. Review the competencies defined below and incorporate related action verbs into the bullet points on your résumé. Creating strong bullet points will help you stand out in a positive way.

### CRITICAL THINKING

*Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.*

- Analyzed, Developed, Diagnosed, Distinguished, Gathered, Inferred, Reasoned, Resolved, Solved, Synthesized

### COMMUNICATION

*Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.*

- Advised, Authored, Collaborated, Communicated, Corresponded, Documented, Informed, Mediated, Negotiated, Presented, Published, Recruited

### TEAMWORK

*Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.*

- Advised, Collaborated, Coordinated, Enhanced, Facilitated, Negotiated, Participated, Partnered, Recommended, Supported

### TECHNOLOGY

*Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.*

- Adapted, Adjusted, Applied, Coded, Converted, Digitized, Installed, Manufactured, Mapped, Modified, Programmed, Processed, Simulated, Upgraded

### LEADERSHIP

*Recognize and capitalize on personal and team strengths to achieve organizational goals.*

- Administered, Chaired, Coached, Created, Delegated, Facilitated, Implemented, Managed, Mentored, Mobilize, Negotiate, Planned, Recommended, Spearheaded, Supervised

### PROFESSIONALISM

*Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.*

- Administered, Collaborated, Enlisted, Encouraged, Implemented, Initiated, Influenced, Launched, Led, Managed, Produced, Spearheaded, Supervised

### EQUITY & INCLUSION

*Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.*

- Connected, Conversed, Diversified, Harmonized, Interpreted, Internationalized, Mentored, Revitalized, Traveled, Transformed, United

## WRITING SUCCESSFUL BULLET POINTS

- Bullet points need to highlight your measurable accomplishments. Quantify your results using numbers (#), percentages (%), and dollar amounts (\$) demonstrating success.
- Begin each bullet point with a different & strong action verb. Ensure each action verb is written in the correct tense. Current jobs are in present tense; past jobs in past tense.
- 3-5 bullet points under each job is standard.
- Do not list the tasks you did but instead describe to the reader **why** it was important.
- Highlight your transferable skills (leadership, oral/written communication, critical/thinking problem solving, etc.) and incorporate experiences requested in the job description.

**Always ask yourself these questions as you write each bullet point:**

**WHAT:** What were your most significant responsibilities or accomplishments?

**HOW:** How did you do them?

**WHY:** Why was the task important?

**WHEN:** When or how frequently (quantify) did you do it?

**WHO:** Who did you interact with (type of client, ages, number of people)?

**IMPACT:** How did you impact the business, company or organization?

**BASIC:** Used strong communication skills

Ask yourself **HOW** and **WHEN?**

**WELL DEVELOPED:**

- Developed communication skills with students through more than 20 one-on-one meetings and by facilitating 7 interactive workshops each semester.

**BASIC:** Cleaned the restaurant

Ask yourself **WHY?**

**WELL DEVELOPED:**

- Maintained a clean kitchen, dining room, and restrooms for the safety of the customers and employees and to provide a positive dining experience.

**BASIC:** Worked with customers

Ask yourself **WHEN** and **WHO?**

**WELL DEVELOPED:**

- Provided excellent customer service to 50+ clients monthly via phone and email while discussing potential investment products and portfolios.

**BASIC:** Prepared invoices and receipts

Ask yourself **WHY** and **WHO?**

**WELL DEVELOPED:**

- Prepared invoices and receipts allowing the Accounts Receivable Department to maintain up to date records for 250 customers.

**BASIC:** Planned golf outing

Ask yourself **WHY, HOW, and what IMPACT?**

**WELL DEVELOPED:**

- Organized alumni golf outing to enhance positive relations and increase alumni donations. Increased donations by 13% over last year's event.
- Planned and coordinated all logistics of golf event including securing golf course, catering, and sponsorships as well as invitation and RSVP lists, prizes, and volunteers for the day.

# RÉSUMÉ FORMAT

## FIRST NAME LAST NAME

Street Address

ISU Email Address

Mobile Phone Number

LinkedIn page if it is complete and up to date.

### OBJECTIVE

An objective is an **optional** statement providing you the opportunity to identify the type of position you want, the industry you are interested in, and the skills and experiences you have to offer. Keep it to 1 or 2 direct and concise sentences, but do not use / or first person. An objective is unnecessary if your résumé is accompanied by a cover letter.

### EDUCATION

Indiana State University

**Bachelor of Science (or Bachelor of Arts), Major**

Minor in XXX or XXX Concentration

GPA: (3.5 or above ONLY)

Terre Haute, IN

Expected May 20xx

List the school(s) you are attending and any other school from which you earned a degree (Associate's, 2<sup>nd</sup> Bachelor's), starting with the most recent first. High school is not necessary once you've finished your freshman year in college.

### **WORK EXPERIENCE** (Can also be called Relevant/Related Experience, Internship Experience, etc.)

Company Name, City, State

**Title of position** (Month year - Month year, starting with your MOST RECENT position first)

- Use bullet points to describe primary responsibilities. Do not write in paragraphs as they are harder to read.
- Use a 1-sentence phrase starting with an action verb. Line them up with the most relevant point first.
- List 2-4 bullets for each job and/or company.
- Statements should highlight skills, accomplishments, achievements, and results. Quantify your results when possible – use numbers (#), percentages (%), and dollar amounts (\$) to demonstrate success.

### **COLLEGIATE INVOLVEMENT** (Can also be listed as Activities or Leadership)

Organization Name

**Role** (Month year – Month year)

- Include clubs, organizations, business or social fraternities/sororities, professional associations
- Use bullet points to describe leadership responsibilities, accomplishments, or projects and events.

**CERTIFICATIONS/LICENSES** – **Optional** Section. If pertinent to your field, list this information.

### **COMMUNITY SERVICE**

Organization Name (dates of service)

- **Optional** section. Include sustained or repeated volunteer work (not just a one-time service project)

**SKILLS** - **Optional** section. Focus on hard skills such as language proficiency or specialized computer programs in which you have **advanced** knowledge. Avoid soft language such as hard worker, team oriented, dependable, etc.

### **HONORS & AWARDS**

- **Optional** section - If you received any significant awards or made special contributions to work/school.

**STUDY ABROAD** – **Optional** section.

University, Program, City, Country (Month year – Month year)

- Use bullet points to describe what you learned and what skills you used to navigate the foreign environment.

**DO NOT LIST REFERENCES HERE. THEY GO ON A SEPARATE PAGE.**

# Javier Sycamore

jsycamore@sycamore.indstate.edu

(812) 987-6543

## OBJECTIVE

To obtain an internship in the nonprofit sector utilizing proven abilities in program creation, writing press releases, and marketing that can contribute to the success of an organization that serves community members.

## EDUCATION

Indiana State University, Terre Haute, IN

**Bachelor of Arts, Communication** (Concentration in Public Relations)

Anticipated May 2025

Minor: Psychology

GPA: 3.60/4.00

Vincennes University, Vincennes, IN

**Associate of Arts, Liberal Arts**

Dec 2023

## LEADERSHIP AND COMMUNITY SERVICE

Vigo County Youth Project, Terre Haute, IN

May 2023– Present

### **Volunteer**

- Create and deliver innovative programming on topics such as managing an online profile and stress management to more than 25 at-risk youth, ages 10-17.
- Inform families about the variety of programs the organization offers.
- Coordinated the planning and marketing for CASA 5K Race in which 335 people participated.

Vincennes University Office of Admissions, Vincennes, IN

### **Campus Tour Guide**

Jan 2023 – Dec 2023

- Led groups of prospective students and families through campus to showcase unique features and highlight academic strengths.
- Connected with students and families about the challenges of college transition.

## WORK EXPERIENCE

ISU Cunningham Memorial Library, Terre Haute, IN

Jan 2024 – Present

### **Student Worker**

- Assist in overall operations of circulation desk including checking out books and managing phone calls leading to an increase in customer service skills and ability to multitask.
- Coordinate student schedules for staff of 50 student workers.

Kroger, Vincennes, IN & Terre Haute, IN

### **Stock Person**

Oct 2020 – Dec 2023

- Utilized Oracle NetSuite inventory management system to unload up to 3 trucks nightly including approximately 400-600 individual items in a prompt and efficient manner to minimize damage to goods.
- Assembled product displays according to company specifications and locate display/product in area of the store that will see most customer traffic.
- Operated cashier station by tallying cash, check, and credit card transactions during peak times of the week.

# Jasmine Manual

(812) 123-4567

jmanual5678@sycamores.indstate.edu

linkedin.com/in/jmanual

## Education

Indiana State University

Terre Haute, IN

**Bachelor of Science, Mechanical Engineering Technology**

May 2024

Minor: Business Administration

GPA: 3.56/4.00

## Relevant Coursework

- Advanced CAD Design
- Thermo Systems
- Quality Systems and Tools
- Engineering Design and Management
- Manufacturing Process and Materials
- Fluid Power Technology

## Internship Experience

GM Fort Wayne Assembly Facility

Fort Wayne, IN

**Summer Engineering Intern**

May 2023 – August 2023

- Compiled and analyzed bid packages totaling over \$200 million for conveyor renovations at Fort Wayne Assembly Facility.
- Assisted in the design of new conveyor system to be used throughout all GM assembly facilities in the assembly of hybrid engines to better ensure quality control.
- Designed modification to seat assembly system using Auto CAD.
- Collaborated with a supervisor to manage construction crews of 60+ workers through several phases of conveyor renovations.

## Work Experience

ISU Department of Applied Engineering & Technology Management

Terre Haute, IN

**Student Assistant**

September 2021 – May 2022

- Answered phones speaking with prospective students, employers, faculty, and staff regularly exceeding 40 calls per eight (8) hour shift.
- Worked with faculty/staff coordinating event set up for programs such as Women in Engineering.

## Collegiate Involvement

Hispanic Latino Alliance, **President**

August 2022 – May 2024

- Led student chapter of 25 members in various professional development activities including company site visits, webinars, conferences, and other events.

Sigma Alpha Lambda, **Vice Chairman of Membership**

October 2021 – May 2024

- Led new member recruitment in Fall 2021 and 2022 resulting in the largest classes in chapter history.
- Directed and delegated six (6) recruitment events each Fall to promote membership and values.

ISU Club Soccer

January 2021 – December 2023

# Albert C. Slater

1882 Gerald Street, Carmel, IN 46032 • (765) 123-7890 • acslater@gmail.com

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## Professional Summary

Program Manager with over fifteen years of experience. Proven history of increasing market reach and profitability through careful research and assessment. Accomplished team leader with excellent communication skills and expertise in client services and outreach.

## Professional Experience

Salesforce, Indianapolis, IN

2016 – Present

### **Program Director** (2017 – Present)

- Lead team of 16 engineers and marketing professionals to bring new online customer service tool to market for Fortune 500 company.
- Implement changes to testing process, decrease error rates, complete projects ahead of schedule, and on budget.
- Develop online communication process that increased marketing reach to potential customers by 16% and developed multi-faceted marketing plan.

### **Program Manager** (2015 – 2017)

- Conducted insight analysis of international customers using consumer data.
- Presented pricing recommendations to marketing department, resulting in strategic changes to better fuel long term sales.
- Developed processes for mining data from old customer databases to prepare for transition to new system, which involved managing team of 7 consultants.

Fortitude Inc., Fort Wayne, IN

2008 – 2013

### **Senior Consultant** (2012 – 2015) **Consultant** (2010 – 2012)

- Evaluated, staffed, and managed 6-8 projects a month with budgets from \$500K to \$5M utilizing a variety of consumer research and analytical software.
- Increased profitability for clients by as much as 26% by recommending direct mail and online marketing changes utilizing new systems at that time such as Facebook.
- Worked extensively with focus groups, surveys, and data warehouse research.
- Developed online database systems, using SQL, Access, and FrontPage, for tracking efficiency of client services groups in a variety of global tech start-ups.

## Education

### **Master of Business Administration**

2016

Indiana State University, Terre Haute, IN

### **Bachelor of Science in Accounting**

2011

Oakland City University, Oakland City, IN

### **Associate of Science in Business Administration**

2009

Vincennes University, Vincennes, IN

## Community Involvement

Boys and Girls Club, 2022- present

Habitat for Humanity house build, 2022

## REFERENCE SHEET SAMPLE

Header should  
be exactly the  
same as your  
résumé header.

**Waldo Geraldo Faldo**  
222 12<sup>th</sup> Street, Apt. 323  
Terre Haute, IN 47809  
(812) 123-4567  
wfaldo1234@sycamores.indstate.edu

### References

Name  
Job Title  
Company/Organization  
Street Address  
City, State Zip  
Phone Number  
E-mail Address

Name  
Job Title  
Company/Organization  
Street Address  
City, State Zip  
Phone Number  
E-mail Address

Name  
Job Title  
Company/Organization  
Street Address  
City, State Zip  
Phone Number  
E-mail Address

- DO NOT state “References available upon request” on your résumé.
- Do not send reference information with your résumé unless it has been requested.
- Ask 3-5 people to be your references who have a positive opinion of you and who can describe your work-related qualities and personal characteristics.
- Past and present supervisors, faculty, advisors, and coaches are all good references; **do not** include family members or friends.
- Always ask their permission before putting people down as references
- Provide each reference a copy of your résumé and the job description; keep them informed about your job search progress.



# INDIANA STATE

## CAREER CENTER

### RÉSUMÉ WRITING QUICK AI GUIDE

#### Format, Headers, Sections, & Structure

- Standard sections: Summary/Objective, Work Experience, Skills, Education
- Place contact info at top of résumé, not in headers/footers
- Use a clean, simple layout with 1-inch margins
- Do not use a fill-in-the-blank template from Microsoft Word only a blank Word document and use bolding, underlining, capital letters to emphasize section headers.
- Choose ATS-friendly fonts: Calibri, Arial, Helvetica (11-12pt for text, 14-16pt for headers)

#### Bullet Points

- List for each job: Company name/location, title, start/end dates, and achievements
  - Use reverse chronological order
- 3-5 bullet points within each experience is standard.
- Begin each bullet point with a different & strong action verb. Ensure each action verb is written in the correct tense. Current roles are in present tense, past jobs in past tense.
- Emphasize measurable results using #'s, %, and \$ amounts to demonstrate success
- Do not list the tasks you did but instead describe to the reader **why** it was important.
- Highlight your transferable skills (leadership, oral/written communication, critical/thinking problem solving, etc.) and incorporate experiences requested in the job description.

#### Boost Your Résumés with AI (Ex: ChatGPT, Rezi, etc.)

- Open ChatGPT & Upload or Paste Your Résumé –make suggestions on formatting and more descriptive bullet points using numbers and skills for a résumé in *job title/career area/field*
- Cut and paste a desired job description into the box and ask “please improve résumé by incorporating key words from this job description.”
- Incorporate Feedback (Ex: Implement some of ChatGPT’s suggestions)
- Finalize and Save (Save in your preferred format – Ex: PDF, Microsoft Word)
- Optional Final Review (Can you do a final review of my updated résumés?)

#### File Type

- Submit as a .doc or .docx file (unless PDF is specifically allowed)

#### Professional Summary/Objective (Optional)

- Tailor to the specific job you're applying for
- Include relevant keywords from the job description
- Keep it concise (2-3 lines) but impactful
- Highlight your most relevant skills and experiences