



**WEBER STATE UNIVERSITY**  
Goddard School of Business & Economics

# RESUME

*guide*

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# WHY DO I NEED A RESUME?

When you first meet a person, they make an impression on you. Whether good or bad, that impression stays with you. Resumes are no different. It is your first impression to employers where you share your skills, experience, and knowledge. It highlights your strengths and enables you to stand out in the ever-growing population of job seekers. Even though the resume is just the first step in obtaining the job that you desire, it is one of the most crucial steps. Statistics show that most employers only spend 30 – 45 seconds scanning your resume as part of the first resume review, so every word counts. This guide will walk you through steps you can take to create that stellar resume that will land you that important job.



# RESUME DO'S



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Be consistent  
in content and  
format

Use quantitative  
achievements  
instead of daily  
tasks

Support  
qualifications  
for job  
(*relevance*)

Be specific on  
what you've  
done  
(*show results*)

Use quantifying  
data on  
accomplishments

Be clear and  
concise (*avoid  
embellishments*)

Use Action  
Verbs to start  
bullet points

**PROOFREAD...  
ABSOLUTELY  
NO ERRORS!**

Limit your  
resume to one  
page unless you  
have substantial  
experience

Focus on the  
employer's  
needs

**BE POSITIVE!**



# RESUME DON'Ts



Lie on your  
resume (*this  
WILL lead to  
termination*)

Include personal  
preferences/  
religious  
affiliation

Use gimmicks

List high school  
information unless  
you are a Freshman

Include age,  
Social Security  
Number (SSN),  
or race

Be too lengthy

Include a picture

List references

Use slang or jargon

Use personal  
pronouns ("I",  
"me", "my")

List irrelevant  
information

Use abbreviations

Tell a story  
(*you're not  
writing a book*)



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# RESUME FORMATTING

When you are formatting your resume, remember that simple is better. Most resumes are loaded into a database which will not be able to decipher what is intended with creative styles. Set up your resume with the following advice:

- .5" to 1" margin on the left, right, top, and bottom margins
- Use professional fonts (between 10 and 12 pt):
  - Times New Roman
  - Palatino Planotype
  - Perpetua
  - Calibri
- Your name should be bolded and centered at the top of the page with the largest font size
- Use simple bullet points, such as "•"

# RESUME PARTS

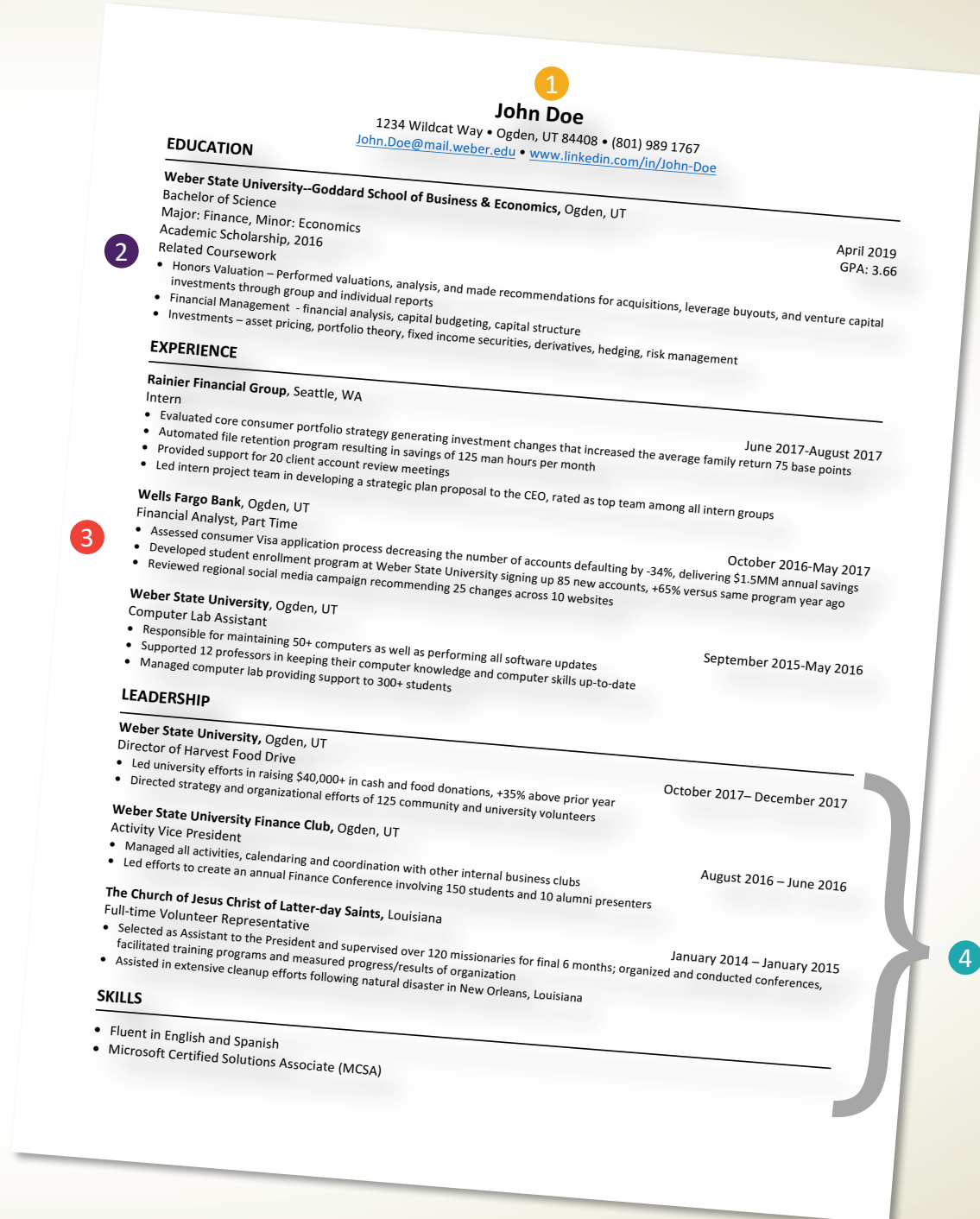
A resume is divided into three main parts:

- 1 Identification
- 2 Education
- 3 Work Experience

There are also several Optional Sections available:

- 4
    - Skills (for MIS majors, this is a must)
    - Leadership/Volunteer Services
    - Technical or Research Projects
    - Certifications
    - Awards/Achievements
    - Professional Associations
- (Use no more than 3 of these)

Make sure you choose the sections that are the best fit for the company you are applying for.







# 1 IDENTIFICATION

This section of the resume lists your name, address, phone (home or cell) number, email address, and your LinkedIn profile link. This information is usually centered at the top of the page or you can center your name and align information to the left and right margins. Your name should be clearly stated on a line by itself with other information on additional lines.

## Setup:

- ✓ Name centered on top line, in Bold and largest font
- ✓ Address and additional information on separate line from name
- ✓ Additional information centered or left justified
- ✓ If you include your LinkedIn profile link, your profile is professional and complete and you have simplified the link using “Edit public profile & URL” on LinkedIn





## 2 EDUCATION

This section reflects your education. This is the first section used to outshine your competition.

The education section should indicate:

- Name of university and name of the college
- Degree received
- Date (month, year) that you graduated or expect to graduate (right justified)
- Major (and Minor, if applicable)
- GPA (if over 3.3, overall or within your major)
- Educational achievements, awards, and honors

You may also include (briefly):

Related Coursework

### Setup:

- ✓ University Name is in bold
- ✓ Graduation Data and GPA (if listed) are right justified







## 3 EXPERIENCE

The experience section details your work experience in reverse chronological order. Start with your most recent job, internship, or work study position. Make sure to list the most relevant accomplishments first, followed by additional workplace accomplishments under each position held. For more information about how to quantify a bullet point, see the “Resume Bullet Points” guide.

Experience section should include:

- Name of the company or organization, city, and state
- Job title
- Date
- Responsibilities and accomplishments (strongest first) listed by bullet point using Action Verbs
- Use quantitative descriptions, be as specific as possible
- Avoid personal pronouns (I, me, we)

**Setup:**

- ✓ Bold company name
- ✓ Right justify employment dates





## 4 OPTIONAL SECTIONS

The optional section of the resume is the 'icing on the cake.' This is where you can give relevant skills, certifications, projects and expertise to make you stand apart from other applicants. Pick no more than 2 or 3.

The following sections are optional but will increase the success of your resume. Each layer adds distinct information to make your resume stand out. Optional sections should be:

- Relevant to the position
- Precise with no abbreviations
- Condensed (Microsoft Office instead of Microsoft Word, Microsoft Excel, etc.)
- Transferable, job-related, adaptive

## SAMPLE SECTIONS

### SKILLS

- Focus on Hard Skills. If Soft Skills are listed, they should also be demonstrated elsewhere in your resume and cover letter

### LEADERSHIP/VOLUNTEER

- In bold, list the company or volunteer organizations name
- Right justify the dates of the activity
- Bullet point what you did and how well you did it

### TECHNICAL/RESEARCH PROJECTS:

- In bold, list the project and identify if it was a class project or project external from the university
- List project dates (right justified) when possible

### CERTIFICATIONS

- Put the abbreviation of the certification in parenthesis after the full name
- Right justify the date that the certification was achieved

### AWARDS/ACHIEVEMENTS

- Be specific with what the award/achievement was awarded for
- Right justify the date of the award/ achievement

### PROFESSIONAL ASSOCIATIONS

- Spell out the associations name putting the abbreviation in parenthesis after
- List the dates that membership lasted





# CONCLUSION

As you write your resume, make sure you keep your focus on what the employers needs and how well your resume matches against them. Also realize that you should go over your resume and edit it at least twice before creating the final version for a job. Check your Action Verbs for a more specific word that can be used. When you believe you have your final version prepared, set it down for a day and then revisit it to see if you still think the same about it.

Remember, with each job you apply for, your resume will change to emphasize different experience and skills specific to that job. Update your resume often and keep up with changes to your education, assignments, and projects.

Good Luck!





# ACTION VERBS

## COMMUNICATION 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

## MGMT./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  
Hosted  
Improved  
Incorporated  
Increased  
Initiated  
Inspected





# ACTION VERBS

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

## 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



# ACTION VERBS

Reduced  
Researched  
Retrieved  
Slashed  
Sliced

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

**ORGANIZATION 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

## **HELPING SKILLS**

Adapted  
Advocated  
Aided  
Answered  
Arranged  
Assessed  
Assisted  
Clarified  
Coached



# ACTION VERBS

Critiqued  
Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Inspected  
Interviewed  
Invented  
Investigated  
Located

Measured  
Organized  
Researched  
Reviewed  
Searched  
Solved  
Summarized  
Surveyed  
Systematized  
Tested

## 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