



Resume Building 101



Resume 101: Need help writing a resume? Here are some tips to help you get started.

There is no one strategy to write the perfect resume, but the steps in this document can help you to create a resume that highlights your skills and accomplishments in a clear and concise manner to increase your chances for an interview.

Format

- DO NOT use a template! Create your resume using a Word document instead. It is easier to make changes to your resume and you have more control over the margins, font sizes and the overall appearance.
- Be consistent with your margins (1", 0.7" or 0.5" are the best), font sizes (10-12 pt. for body text, 14-16 pt. for headers, 18-24 pt. for your name), and professional fonts (Times New Roman, Arial, Calibri, or Cambria).
- Develop a header with your personal contact information, including a professional email.
- Keep your resume to one page unless the career field indicates otherwise. If you do have a longer resume, make sure you have full pages of content.
- Avoid abbreviations; spell out everything (industry exceptions may apply).
- Do not include personal information such as photos, date of birth, hobbies, ethnicity, and/or religion.

Customization

- Review the job description and mark the skills you have that you would like to highlight in your resume.
- Start your bullet point with skill verbs used in the job description.
- Organize bullet points within your experience blocks; the most relevant experiences should be first.
- Instead of using generic headers like "Work Experience" create custom, specific headers such as Retail Experience, Childcare Experience, or Leadership and Management Experience based on the job description.

Education

- If you graduated from high school less than one year ago or if your high school education directly pertains to the position you are applying to, then you should add your high school to your resume. Otherwise, do not include high school information.
- Adding previous college experience to your resume is optional. If it is relevant, add it to your resume.
- Education experiences should include the following information: name of the school, location, expected graduation or completion dates, degree, major or concentration, and GPA if it is 3.0 or higher.

Experience Sections

(Work, internships, volunteering, student leadership, and clinical rotations.)

- Include the organization or company name, location (city, state), title, and dates (month and year)
- 2-3 accomplishment bullet points per experience
 - Start with a skill verb + what you did + why you did it (the impact or result)
- Use reverse chronological order (most recent first) for the experiences within each of your custom headers
- Past or present tense? If you are still in the position, write in the present tense. If you no longer hold the position, write in the past tense.
- No personal pronouns (I, me, or my) should be in your resume.
- Experiences do not have to be paid to be on your resume. Internships, volunteering, student groups, and athletics are all valid experiences and should have an experience block.
- Use bullet points to list experience and highlight skills concisely.
- Check for grammar and spelling errors.

- Certifications and Training
- **Language: Literate:** Read and write the language; **Conversational:** Speak the language; **Proficient:** Read, write and speak the language well; **Fluent:** Read, write, and speak the language with similar skill to a native speaker
- **Lab:** include laboratory procedures or techniques you can conduct or equipment you can operate
- **Computer:** include software, languages, and hardware experiences required for the job, as well as your skill level

- Include only if it directly relates to the position and is an upper-level class (300 level or higher)

- Use experience blocks for these activities with at least 2-3 bullet points

Personal Letterhead →

Education Section →

Custom Header →

Experience Block →

Organization →

Title →

Location & Dates →

Accomplishments/Bullet Points →

Rachel Warhawk
 102 Wynn Drive NW, Huntsville, AL, 35805
 Rachel.Warhawk@calhoun.edu
 (256)306-2993

EDUCATION & CERTIFICATIONS

Calhoun Community College
 Associate of Applied Science in Child Development
 Anticipated Graduation: May 2020

CPR Certificate: Expires December 2020

EARLY CHILDHOOD / MENTORING EXPERIENCE

Big Brothers Big Sisters Huntsville, AL
 Mentor
 August 2015-Present

- Mentor a six-year-old child bi-weekly and provide support with personal and school issues.
- Collaborate with other volunteers to plan educational trips for a group of ten children monthly that will increase cultural knowledge.
- Develop lesson plans to engage students in subjects they have difficulty with, such as math.
- Plan physical education lessons and games to educate the importance of being active.

ABC Daycare Huntsville, AL
 Assistant Teacher
 April 2013-August 2015

- Create weekly lesson plans for fifteen children to reach basic math and reading skills.
- Organize weekly physical education activities to reinforce positive character traits.
- Enforce classroom rules to maintain a safe and positive working environment.
- Identify issues within the classroom and collaborate with coworkers to come up with a solution.
- Communicate with parents on a daily basis to inform them of how their child is progressing.

LEADERSHIP EXPERIENCE

Calhoun Community College Huntsville, AL
Warhawks
 May 2018-Present

- Lead bi-weekly meetings to plan events to increase awareness on campus.
- Improve membership attendance by 25% by implementing a social media campaign.
- Volunteer and assist with events on campus based on the department need.



Accomplishment Statements

Your resume is your personal “marketing tool” which advertises a specific product—you! In designing your resume, use action verbs and statements to show not only what you did, but what you accomplished. Each time you present an accomplishment, you communicate what happened as a result of your skills and strengths.

To help you formulate your accomplishment bullet point statements, below is a formula that you can follow.

Bullet Point Formula

Skill verb + **what you did** + **why you did it** (the impact or result) and **add number values/frequency when applicable**

Example: Marketed launch of the new product line using daily social media posts and local radio station press releases, increasing website traffic by 1,000 views in the first week.

Upgrade #1

Here is a way you can improve your bullet point statements to incorporate not only what you did, but how and the results.

Basic	Better	Best
Duties included working with small children	Created and implemented fire safety program for small children	Created and implemented personal fire safety program for small children ages 6-10, resulting in statewide recognition by Parent Teacher Association
Duties include answering phones and reception	Managed front desk operations	Managed front desk operations by greeting customers and answering phones to ensure a welcoming and efficient environment
Responsible for organizing office training	Coordinated and oversaw monthly office in-service	Coordinated and oversaw monthly office in-service, increasing opportunities for cross-training between three departments.
Duties included cleaning the restaurant and bussing tables	Inspected cleanliness of restaurant throughout a busy eight-hour shift	Inspected cleanliness of restaurant throughout a busy eight-hour shift using a procedural checklist; was awarded employee of the year due to initiative and dedication

Upgrade #2

Begin with a basic statement of what you did and add specifics as you think about how you did it and the result.

1. Facilitated a meeting
2. Facilitated a student government meeting
3. Facilitated weekly student government committee meetings
4. Facilitated weekly student government committee meetings for a group of 15, resulting in an approved proposal for recycle bins throughout campus in an effort to decrease the campus environmental footprint



Communication Skills

Addressed	Wrote	Directed	Specified	Promoted	Listened	Formulated	Defined
Consulted	Advertised	Observed	Influenced	Translated	Proposed	Marketed	Furnished
Elicited	Contacted	Arbitrated	Referred	Negotiated	Suggested	Publicized	Mediated
Involved	Encouraged	Conveyed	Arranged	Spoke	Reinforced	Summarized	Reconciled
Planned	Developed	Collaborated	Convinced	Articulated	Joined	Interacted	Synthesized
Represented	Presented	Judged	Explained	Corresponded	Authored	Enlisted	Disseminated
Communicated	Solicited	Presided	Lectured	Expressed	Debated	Clarified	Composed

Creative Skills

Condensed	Planned	Proposed	Founded	Combined	Structured	Revitalized	Improvised
Designed	Acted	Established	Launched	Directed	Created	Updated	Originated
Forecasted	Adapted	Visualized	Publicized	Illustrated	Composed	Photographed	Fashioned
Introduced	Developed	Drew	Instituted	Modeled	Displayed	Improved	Customized
Presented	Formulated	Authored	Integrated	Published	Imagined	Conceived	Initiated
Performed	Invented	Devised	Solved	Piloted	Modified	Entertained	Enhanced

Data Collection/Finance Skills

Added	Audited	Developed	Verified	Researched	Cashed	Forecasted	Planned
Balanced	Counted	Marketed	Administered	Assessed	Documented	Analyzed	Tabulated
Determined	Invested	Reduced	Calculated	Corrected	Netted	Allocated	Appraised
Managed	Accounted	Formulated	Divided	Figured	Retrieved	Compounded	Conserved
Reconciled	Budgeted	Projected	Measured	Adjusted	Qualified	Estimated	Prepared

Research Skills

Analyzed	Compared	Assessed	Determined	Evaluated	Experimented	Formulated	Located
Clarified	Compiled	Critiqued	Diagnosed	Defined	Explored	Gathered	Investigated
Collected	Conducted	Detected	Drafted	Examined	Extracted	Inspected	Measured

Teaching/Mentoring Skills

Approved	Conducted	Incorporated	Developed	Adapted	Evaluated	Guided	Instructed
Advised	Coordinated	Communicated	Empowered	Edited	Explained	Individualized	Motivated
Clarified	Counseled	Reserved	Facilitated	Enabled	Focused	Informed	Persuaded
Coached	Tutored	Critiqued	Trained	Encouraged	Taught	Instilled	Tested

Problem Solving Skills

Adapted	Recommended	Anticipated	Completed	Diagnosed	Mapped	Executed	Planned
Reconciled	Adjusted	Applied	Converted	Discovered	Eliminated	Expanded	Prepared
Maintained	Analyzed	Changed	Determined	Doubled	Examined	Identified	

Technical Skills

Reorganized	Built	Utilized	Calculated	Converted	Engineered	Printed	Repaired
Resolved	Tested	Inspected	Coded	Debugged	Fortified	Standardized	Replaced
Reviewed	Simplified	Installed	Computed	Designed	Inspected	Programmed	Restored
Selected	Solved	Studied	Conserved	Determined	Installed	Rectified	
Set up	Tested	Assembled	Constructed	Developed	Operated	Regulated	
Upgraded	Verified	Specialized	Solved	Drafted	Overhauled	Remodeled	

Leadership Skills

Administered	Managed	Replaced	Reviewed	Handled	Navigated	Eliminated	Emphasized
Assigned	Inspected	Restored	Appointed	Motivated	Scheduled	Contracted	Hosted
Coordinated	Maximized	Analyzed	Developed	Recruited	Assigned	Organized	Originated
Decided		Delegated		Approved		Secured	
Founded		Governed		Directed		Formed	
Generated		Merged		Headed		Attained	

**Organizational Skills**

Catalogued	Coded	Corrected	Generated	Maintained	Organized	Purchased	Reviewed
Categorized	Collected	Corresponded	Inspected	Monitored	Prepared	Recorded	Routed
Charted	Compiled	Distributed	Logged	Obtained	Processed	Registered	Scheduled
Classified	Filed	Executed	Ordered	Operated	Provided	Responded	Screened