

The Resume

Your resume is a vital part of the job and internship application process. Resumes should include your educational background as well as relevant experiences, awards, achievements and skills tailored to the needs of the position for which you are applying. A well-constructed resume will help you: get an interview, market your best skills, and show that you are a good match for the job and the organization.



Writing an Effective Resume

Tailoring each resume to the position you are applying for strongly improves your chances of getting an interview. You want your resume to draw clear parallels between your experience and the specific job requirements. You will most likely have a different resume for each job application. Go through the job description and underline key skills that are required or preferred for the position. Then, reflect on your skill set and see where you can highlight these relevant skills in your resume. Remember, the resume is the place to market your amazing abilities!

Step 1: Start with a Self-Assessment

- Write out your current short- and long-term goals. What do you hope to accomplish in the next 3-6 months? What about the next 1 year? 5 Years?
- Think about the type of organization, position or graduate school program that fits with these goals

Step 2: Create a Master List

- Many people find it helpful, before doing a resume draft, to first jot down a “master list” to help them think of all of their experiences that may be applicable for a resume
- Ideas for Master list:
 - Education including International study and off-campus semesters
 - Every paid job you’ve had with major accomplishments
 - Every volunteer/community service experience
 - Types of courses you’ve taken and the associated projects
 - Research Experience
 - All of your college activities (sports, clubs, committees, leadership)
 - Awards (Dean’s list, Scholarships, etc.)
- Once you have written this master list, write down the skills you have gained along the way in each of these experiences. The skills inventory, which you can get from a career counselor, is a great tool you can use during this process
- NOT ALL of these experiences will be on your final resume but can be on your Master Resume



Step 3: Create a Master Resume

- Create a large master resume based on the drafting tips below that includes all of the experiences from your master list based on the drafting tips in the next section
- This resume will never be submitted but will be a document you can draw from when you write a more tailored resume

Drafting your Resume

Expect to go through several different drafts during the editing process. Pay close attention to content, grammar, consistency and formatting. After you create your Master Resume, you are ready to tailor your resume to the opportunity you are applying for. The information you include is determined by the industry in which you are applying for and the specifics from the job description.

Step 1: Do your research

- Get to know your industry or organization through online research and talking to people in the field
- Pay attention to the skills, coursework and experience your industry needs
- If you have a specific position description, what are the *specific* skills and *experiences* listed for this particular position? Use this research to target and tailor your resume
- Don't get discouraged! If a position says that 1 year of research is required, count 2 summers of research experience or discuss research projects you have done in classes



Step 2: Create a format

- As a starting point, here is the order of the main section headings you may want to include. You can also create special sections to highlight specific skills areas like research or field work.

Note: Everything should be chronological (earliest first to latest last) in each section)

- Contact information (Name, Address, Phone Number)
- Education (College, Location, Major/Minor)
 - Optional: GPA, Study Abroad, Relevant Courses
- Relevant Experience: List position, organization, location (city, state, country) and dates (Month/Year or Season/Year)
- Activities/Community Involvement/Extracurricular/Volunteer
- Awards/Honors (can also be under education)
- Skills (Computer/Language)
 - You can also include other skills such as CPR or lab skills when relevant

Writing Strong Skill Statements

Strong bullet point statements make your skills, experiences and abilities stand out. Avoid paragraphs. To assess your bullet point, ask yourself: As a result of my action, what happened to: The project? My client? My organization? To others involved? Why would a potential employee care? Also ask "How?" What skills did I use to achieve the accomplishment? If your bullet does not adequately answer these questions revise it. Use #s to quantify your achievements. Avoid repetition! Each bullet should say something new about your skill set.

Your skills statement should read like this:



Action Verbs

- When writing about your experiences begin your bullet point detail with a **varied action verb**
- Why? Powerful action verbs place you as an **initiator of action**, leaving a positive impression on the reader
- Identify important job details to help guide your choice of action words
- Avoid starting off descriptions with "Responsible for". Instead use action verbs such as "**managed,**" "**implemented,**" "**developed,**" "**created**" which more clearly states your function

Skill Utilized

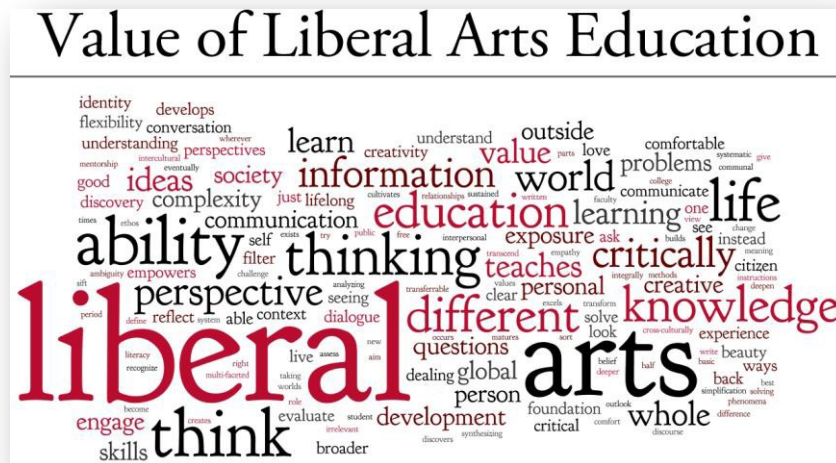
- Identify the skills you demonstrated or developed in your various experiences (internships, thesis, tutoring, volunteering, course work)
- Pinpoint the relevant skills, core attributes, and abilities you utilized in these experiences as a means to show your value to the reader
- **Tell the reader/employer what you can do for them**
- Ask yourself: What was it for? Where was it? How was it done? For whom? Why was it done?



Results (Quantify your achievement/skills)

- Employers **want to see workers who can achieve solid results** and results are best stated in terms of reportable numbers
- How many people did you organize, manage or oversee? By what percentage did you increase sales, event turn out or efficiency? How much of a budget did you work with, with what type of results?
- By using numbers in detailing your work experience, **you are demonstrating your focus as being results- oriented rather than task-oriented**
- In order to measure your accomplishments, try to obtain as much data as you can in regards to your previous work experience. It is never recommended to make up numbers

Remember to emphasize the valuable liberal arts skills you have gained at L&C in your bullets!



Formatting Your Resume





You have just seconds to get noticed, so your resume should look clear, concise, professional and easy to read. Make it visually appealing! For undergraduate students and recent graduates, your resume should not exceed 1 to 1.5 pages. **Consistency is key.** If you write dates in months, do this throughout. If you list experiences as position, company, location-make sure this is done throughout.

More Formatting Tips!

- Balance white space with text, and make sure margins are no smaller than 0.5 inches
- Emphasize information (titles, organizations, etc.), with *italics*, **bold**, ALL CAPS, underline or a combination
- Be consistent and choose easy-to-read fonts, between 10 and 12 points in size

- Organize your information the way people read – left to right and top to bottom
- Avoid complicated fonts or formatting that will get jumbled when sent from varying programs
- For printed resumes and cover letters, use white or off-white high-quality paper (e.g., 80 lb. linen).
- Do not use templates! These are hard to edit in the future
- Have dates all line up so document looks clean
- Do not include a picture of yourself, personal information (age, marital status, etc.), salary information or experiences that are irrelevant to the employer’s needs (there are exceptions to this rule if you are applying for an international position)
- References should be on a separate page

Before you submit your Resume...

- Proofread, proofread, and proofread! Have two other sets of eyes proof your resume before you submit it
- Have your resume reviewed by the Career Center
- Use your network to have your resume reviewed by someone in the industry
- Review your final draft with a critical eye – make sure all of your resume statements are positive, accomplishment-oriented and truthful. Facts can be easily checked from past employers
- Keep track of the resumes you create in a computer folder
- Submit and good luck!
- Now what?
 - Do you have a LinkedIn profile? Use the language you developed for your resume on your profile
 - For tips and advice click on icons to check us out on social media and our website
 -  Career Center
 -  @PioCareers
 -  L&C Net
 -  Career Center Website
 - Want help with cover letters or interviews? Make an appointment with a career counselor on the Career Center website: go.lclark.edu/career_center and click “Schedule an Appointment” to find the time that works best for your schedule.
 - Want links to resources and more!? Go to our website!
http://college.lclark.edu/student_life/career_development/

For additional specific tips on formatting and what to include in each section, take a look through the attached sample resumes.

Louise A. Clark

0615 SW Palatine Hill Rd. Portland, OR 97219.
503 956 5024 — LClark@clark.edu

EDUCATION

Lewis & Clark College, Portland, OR

Bachelor of Arts, Psychology — GPA: 3.78

Overseas program, Culture and Language Immersion: Siena, Italy

May 2016

Jan-May 2015

Relevant coursework: Education in a Complex World, Developmental Psychology, Community Psychology, Philosophy of Ecological Education

Awards: Lewis & Clark Leadership Scholarship, Terry Cady Scholarship

RELEVANT EXPERIENCE

Capstone Project, Lewis & Clark College, Portland, OR — Researcher

Aug -Dec 2015

- Designed strategic plan for new student center entitled "Incorporating the Student into the Student Center: A Fresh Look at Templeton."
- Conducted in depth literature review, collected data, performed qualitative analysis and provided design recommendations for Lewis & Clark College's Student Center

Education Practicum, Jackson Middle School, Portland, OR — Lead Tutor

Aug 2014-May 2015

- Designed and implemented culturally appropriate strategies to help East African immigrant children strengthen reading and writing abilities.
- Created interactive science curriculum to engage students

Community Garden Practicum, Food Works, Portland, OR — Assistant

July-Aug 2014

- Educated underserved youth on importance of sustainability and garden cultivation
- Coordinated garden-based interactive workshops to help teach youth about healthy eating, plant science and help increase self-efficacy
- Established innovative fundraising event resulting in over \$10,000 in donations

ADDITIONAL EXPERIENCE

Student Service, Lewis & Clark College, Portland, OR — Coordinator

Aug 2014-Present

- Planned and implemented volunteer projects in the local community; composed weekly newsletter and other recruitment and outreach communications.
- Managed a group of 100 volunteers to ensure logistical organization

Varsity Crew Team, Lewis & Clark College, Portland, OR — Representative

Dec 2014-Present

- Acted as a liaison between the women's crew team and the athletic department to increase positive communication
- Helped orient prospective crew team members and answer questions about Lewis & Clark college athletics so they could make an informed college decision.

LEADERSHIP ROLES

Journal for Social Justice, Portland, OR — Editor

Aug 2014-Present

International Students of Lewis & Clark, Portland, OR — Vice President

Aug 2015-Present

LANGUAGES & OTHER SKILLS

- Comfortable with both APA and Chicago Manual style guides
- Basic knowledge of HTML; proficient in Microsoft Office
- CPR, Child and Adult Rescue and Community First aid

← HEADING:

Make your name and contact information prominent.

← EDUCATION:

For most recent grads, Education is next. This example shows a simple way to present the college and your degree.

Relevant coursework, honors/awards and international study are also common topics under Education.

Avoid listing high school unless you are a freshman or a specific high school experience is extremely relevant.

← HEADINGS:

Notice how each position lists Job Title, Organization Name, Location (city, state).

← SKILLS:

This is one way to present computer skills, language skills and other certification applicable to the position

Bella Hooksing

1021 SE Division Street
Portland, OR 97210

(458) 687-5555 ☎ bellhooks@lclark.edu

EDUCATION

Lewis & Clark College

Bachelor of Arts, Sociology/Anthropology and Gender Studies
GPA-3.62

Portland, Oregon
Expected May 2017

Study Abroad

University of Amsterdam with Public Health Intensive

Amsterdam, Netherlands
January 2016 – Present

RELEVANT EXPERIENCE

Dutch Gender Alliance

Community Development Intern

Amsterdam, Netherlands
January 2016 – Present

- Prepare weekly reports data reports using Excel and presented findings at staff meetings
- Serve as youth liaison advocating the needs of youth both in and out of school to increase wellbeing of sexual minority students
- Collaborate effectively with 12 other organizations to develop a weeklong festival raising awareness of issues relating to gender policy and equity issues

Feminist Student Union

President

Portland, Oregon
September 2015 – December 2015

- Coordinated women's rights awareness events including Take Back the Night, Gender Studies Symposium and relevant film screenings for the student body
- Identified and partnered with six local organizations to create gender equity related volunteer opportunities for students occurring weekly
- Scheduled and facilitated weekly meetings for 20 members
- Created marketing materials to increase attendance at events

COMMUNITY INVOLVEMENT

SMART (Start Making a Reader Today)

Tutor

Portland, Oregon
September 2014 – December 2015

- Read to 25 elementary students twice a week to improve reading skills and comprehension
- Created a positive atmosphere to develop students confidence and enjoyment in reading

Momentum Alliance

Reproductive Justice Ally

Portland, Oregon
September 2013 – December 2015

- Lobbied for statewide reproductive justice legislative efforts including the Women's Comprehensive Health Bill in Oregon
- Advocated for issues that intersect with LGBTQ, gender, sexuality and reproductive justice issues including affordable housing and education to help change inequitable policies
- Developed workshops and trainings for potential partners and organizations to build coalitions

SKILLS

Technical: Mac and PC Platforms; Microsoft Office, SPSS, Adobe Photoshop, Social Media Tools

Language: Proficient in Dutch and Spanish

← RELEVANT EXPERIENCE :

These experiences were unpaid, but they are *relevant* to the specific internship application. List in reverse chronological order.

←BULLETS WITH ACTION VERBS: Start your bullets with strong, varied action verbs. State specific accomplishments and quantify measurable results with numbers.

←COMMUNITY INVOLVEMENT :

While these may not be as relevant to the specific internship, these experiences show a well-rounded applicant with transferable skills.

Valerie Waterford

3339 SE Milwaukee St., Portland, OR 97202 ♦ (503) 914-3271 ♦ vwaterford@gmail.com

EDUCATION

Lewis & Clark College, Portland, OR – Spring 2014

Bachelor of Arts in Environmental Studies – GPA: 3.3

Relevant Courses: Natural Resource Economics, Environmental Law, Political Economy of Food

RESEARCH EXPERIENCE

National Science Foundation, R.E.U. Program, Williamsburg, VA – Summer 2014

- Surveyed 200 residents in Williamsburg using structured interviews to understand understanding of sustainability practices
- Completed a study on implementing a fee-based storm water utility in James City County.

Senior Thesis, Environmental Studies Capstone, Lewis & Clark College – Spring 2014

- Determining what incentives best promote residential storm water runoff management, a comparison of incentives offered in Downspout Disconnection Program and the proposed City of Portland storm water fee discount plan.

RELEVANT EXPERIENCE

Field Assistant, Ethan Perkins, Wetlands Specialist & Consultant, Eugene, OR – Fall 2014-Present

- Use soil analysis and plant identification techniques to determine wetland boundaries.
- Organize and distribute necessary equipment to collect samples.

Canvasser, OSPIRG (Oregon State Public Interest Research Group), Portland, OR – Summer 2013

- Explained OSPIRG's environmental and consumer protection campaigns.
- Identified environmental sympathizers, then recruited members into OSPIRG.
- Secured monetary contributions of approximately \$7,000.
- Attended and assisted in the preparation of 8 major OSPIRG media events.

Intern, Solar Energy Association of Oregon, Portland, OR – Fall 2012

- Assisted in giving solar energy presentations to middle school students.
- Created and maintained membership database.
- Represented organization at events and sustainability conferences.
- Researched and wrote papers on the history of solar energy in the United States

ADDITIONAL EXPERIENCE

KLC Radio, Lewis and Clark College, Portland OR – Fall 2011-2013

Assistant General Manager – Spring 2013

- Scheduled, supervised and supported student DJs with radio shows.
- Managed radio station budget and organized and promoted 9 campus concerts.
- Led weekly KLC Board meetings and represented the radio station at student group meetings.

Promotions Director – Fall 2011-Fall 2012

- Established and maintained working relationships with local concert halls, performance venues, promoters and production companies.
- Maintained database of all local companies.
- Solicited in-kind donations for concerts and performances.

RELEVANT SKILLS

Language: Bilingual (English/Spanish)

Music Skills: Proficient in electric guitar and cello

Computer: Microsoft Word, Excel, PowerPoint, and Photoshop; basic knowledge of GIS.

←ROOM FOR VARIATION:
Usually, Relevant Experience would follow Education. But the order of the headings on this resume clearly shows that research experiences are most important to the particular position the student is applying for.

←BULLETS SHOW RESULTS:
Notice how bullets show results, how the student made a quantifiable impact

←ADDITIONAL EXPERIENCE:
While not as relevant to an environmental position, these "Additional Experiences" demonstrate strong leadership and organizational skills.

STEPHANIE GIBBS

0615 Palatine Hill RD, MSC 924, Portland, OR, 97219
709-360-6209
stephaniegibbs@lclark.edu

EDUCATION

Lewis & Clark College, Portland, OR	Expected May 2016
Bachelor of Arts in International Affairs, minor in Gender Studies	
Cumulative GPA: 3.32	
International Affairs GPA: 3.73; Gender Studies GPA: 3.80	
Beijing Institute of Education, Beijing, China	Fall 2014
Chinese language intensive study abroad	

EXPERIENCE

Peer Career Advisor	Aug. 2015 - Present
<i>Career Development Center, Lewis & Clark College, Portland, OR</i>	

- Provide guidance for students on internship and career research and resume/cover letter assistance, which increase their confidence in applying for and securing jobs and internships.
- Plan and implement workshops on career development to support student preparation and job planning
- Complete administrative tasks including database management, statistical analyses, customer service and reception

Cultural Research Intern	May – Aug. 2014
<i>Seattle Institute of East Asian Affairs, Seattle, WA</i>	

- Designed and participated in research project examining the relations between cultural norms and public policy on women and girls in China. Worked with cultural experts and project managers to compile and present research at end of internship.
- Translated written and printed documents from Chinese to English.
- Worked with public relations staff to reach out to greater Seattle community about findings

Global Engagement Board Chair	Aug. 2013 – May 2014
<i>Associated Students of Lewis & Clark (ASLC), Lewis & Clark College, Portland, OR</i>	

- Proposed the addition of a global engagement position on student government to distribute funds supporting experiential learning with an emphasis on international humanitarian issues.
- Allocated \$8,000 to students to complete self-designed service projects.
- Managed a board of 8 student members to design and develop short and long-term sustainable goals.

Leadership & Involvement Experience

Diversity Advisory Committee Member, Lewis & Clark College, Portland, OR	Sep. 2012 – Present
<ul style="list-style-type: none">• Examine and modify policies regarding diversity and difference which impact the community members of all three campuses of Lewis & Clark.	

- Sought comments and suggestions from students, faculty and staff regarding community diversity and implemented feedback in policy review process

United Genders & Sexualities Secretary, Lewis & Clark College, Portland, OR	Sep. 2014 – May 2015
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- Planned events such as Coming Out Week, Day of Silence, and the AIDS Summit in collaboration with the Feminist Student Union and the Gender Studies Symposium

SKILLS

Computer: Database management using Excel and SPSS; Microsoft Office; Photoshop
Language: Advanced Mandarin Chinese, translation and interpretation

← GPA:

We recommend including a GPA of 3.0 or higher on your resume. A GPA that is not exceptionally high can be balanced out by strong experience.

← EXPERIENCE MATTERS!!!

This student's resume is an excellent example of how important it is to incorporate on and off-campus experiences into your professional development. While nearly all of this student's positions were unpaid, they demonstrate very strong experience.

Petri Amygdal

314 Organelle Rd, Portland, Oregon, 90158

(434) 656-6666 ∞ Petri@email.com

EDUCATION

Lewis & Clark College Portland, OR, Anticipated May 2018

Bachelor of Arts, Major- Biology, Minor- Mathematics

G.P.A 3.3 overall; 3.5 Biology, 3.7 Mathematics

Related Coursework: Organic Chemistry I&II, Statistical Analysis, Combinatorics, Biomedical Ethics, Biology of Infectious Diseases, Calculus IV with Applications to Sciences, Genetic Engineering, Molecular & Cellular Biology, Differential Equations

Independent Project "Categorizing the motor-driven and diffusive motion of secretory granules containing neuromodulatory proteins"

LAB TECHNIQUES AND COMPUTER SKILLS

- | | | | |
|-----------------------------|------------------------|----------------------------------|---------------|
| • Atomic force Microscopy | • Laser Spectroscopy | • Programming in C++ and R | • LabView |
| • Fluorescence Microscopy | • Western blotting | • Geographic Information Systems | • Terralode 4 |
| • Polymerase chain reaction | • Plant identification | • Mathematica | • MS Office |

RESEARCH EXPERIENCE

Researcher, John S. Rogers Research Program –Summer 2015

Department of Biology, Lewis & Clark College, Portland, OR.

- Executed High-resolution fluorescence microscopy; image deconvolution, live-cell imaging, diffusion modelling
- Prepared samples by fixing cells, mounting on microscope slides and conducting immunohistochemistry and electroporation

Researcher, Vertebrate Lab - Winter 2015- Present

Department of Biology, Lewis & Clark College, Portland, OR.

- Perform laboratory and literature research on molecular basis of vertebrate circadian clock with Principal Investigator Robert Geeko
- Investigate expression and functional domains of clock gene cryptochrome using luciferase gene reporter system transfected in COS-7 and NIH3T3 cell lines
- Present data at weekly lab meetings and collaborate with team to make sure study runs smoothly

Research Assistant, Greta Binford Lab - Fall 2014- Present

Department of Biology, Lewis & Clark College, Portland, OR.

- Organize, clean and set up lab for Principal Investigator Greta Binford who investigates biodiversity and arachnids, examining the evolutionary processes of spider venoms

Assistant, La Selva Biological Station - Summer 2014

International Science Internship, Monteverde, Costa Rica.

- Conducted research on ecological genetics by collecting soil, root and leaf samples from various field sites
- Performed DNA sequencing and genotyping in environmental sciences lab utilizing Applied Biosystems 3100 - *Avant* Genetic Analyzer
- Followed proper safety precautions and created organized work space so analysis was successful
- Co-edited manuscript to be submitted for publication in international journal

TEACHING EXPERIENCE

Math Tutor, Symbolic and Quantitative Reasoning Center - Fall 2015-Present

- Tutored algebra through introductory major courses in mathematics
- Presented material in clear, engaging manner to increase students' understanding and performance

← WHAT CAN GO IN THE EDUCATION SECTION?

Colleges attended, study abroad, GPA, related coursework and A capstone, thesis or senior project can be included if your major had one.

← PUT MOST IMPORTANT FIRST:

Ordinarily, Relevant Experience would come next, but Laboratory Techniques are very important to this position, so the student has chosen to put them up front.

←KEY WORDS

Some companies scan resumes electronically, so try to use "key words" from the job ad, such as specific computer or scientific skills, foreign languages or job responsibilities.

ROBERT BLUTH

Lewis & Clark College, 0615 SW Palatine Hill Rd, Portland, OR 97219 - (702) 882-6251 - rbluth@gmail.com

Education

Bachelor of Arts, Lewis & Clark College, Portland, OR	Expected 05/2015
Double Major History and German Studies	GPA: 3.5
Ludwig-Maximilians Universität, Munich, Germany	08/2013-08/2014
Relevant Coursework: Advertising in American History, Historical Materials, Principles of Economics	

Relevant Experience

Lewis & Clark College History Department, 09/2014-present

- *Research Assistant*, assessed historical publications, compiled findings into historical journal, edited volumes of book reviews, searched academic resources for scholarly book reviewers, worked one-on-one with professor of German history

Student Affairs and Activities Board, 08/2014 - present

- *German Language Tutor*, assisted students with German grammar, pronunciation, and vocabulary, answered student questions, edited student writing samples, organized exercises for students

Deutsches Auswandererhaus (German Emigration Center) Museum, 06/2013-08/2013

- *Research Intern*, collaborated with PR department, helped plan and set up museum events and parties, collected and archived information and historical documents, researched for an exhibition about German emigration to Australia, guided tours in English through the museum, organized and catalogued new museum library, spoke German to colleagues and patrons on everyday basis, translated works into English

Experience

German Bread Bakery, 06/2012-08/2012

- *Bakery Salesperson*, handled cash and credit cards, spoke German to coworkers and customers, managed inventory and stock, sales, handled and prepared food, cleaned, took orders for customers

Realty Executives, 06/2010-08/2010

- *Office Assistant/Receptionist*, answered phones and made calls, made coffee, scanned, faxed, printed, copied, and filed documents, entered data into programs like Microsoft Excel

Honors and Awards

SAAB Research Grant Recipient, 12/2014

- *Student Affairs and Activities Board*, used SAAB Research Grant funds to research for German Studies Thesis

Fowler-Levin Summer Internship Award Recipient, 03/2013

- *Center for Career and Community Engagement*, funded the Research Intern position at The German Emigration Center in Bremerhaven, Germany

Community Contributions

Lewis & Clark German Club, 09/2014-present

- *President*, advertised for events, created, set up, and organized club events, helped students of German reach out to the German community at Lewis & Clark via email and social media, prepared traditional German food for events

Skills

- Fluent in German, beginning level French
- Knowledge of MS Word, Excel, PowerPoint, Outlook and Photoshop; Comfortable using Macs or PCs

← STUDY ABROAD EXPERIENCE: Notice how this student focuses on many study abroad experiences that were impactful and applicable to a the job they are applying for

← IS THIS RELEVANT? While you may think some of your jobs may not be relevant to what you are applying to- This bakery job shows this student's ability to effectively utilize German, Customer Service Skills as well as managing many tasks

← AWARDS AND SERVICE: Feel free to expand on significant awards or community contributions to make you stand out from the pack

(Use the heading from your resume which includes your name & email)

REFERENCES

Greta Binford
Associate Professor of Biology
Lewis & Clark College
503-768-7653
binford@lclark.edu

Louis Kuo
Professor and Chair of Chemistry
Lewis & Clark College
503-768-7535
kuo@lclark.edu

Benjamin Smith
Director of Division of
Endocrinology Oregon Health &
Sciences University 503-494-8642
smith@ohsu.edu

Note: Three references are usually sufficient. This student selected two academic references and an employment reference who was her internship supervisor. Choose references who know you well and who can speak to your academic accomplishments, skills, work ethic and achievements. Always get permission prior to using someone as your reference and make sure you send your reference a copy of your resume. It is best practice to give a reference a minimum of 2 weeks' notice if putting them as a reference and a months' notice if you would like a written reference letter.

References go on a separate page from your resume. There is no need to have "references available on request" on your resume – this is a given.

ACTION VERBS

Achievement	Analysis/ Problem	Assistance	Communication	Creation & Development	Negotiation
Advanced	Solving	Advised	Addressed	Acted	Advised
Assured	Abstracted	Assisted	Advertised	Adapted	Advocated
Bolstered	Analyzed	Bolstered	Answered	Authored	Arbitrated
Eliminated	Appraised	Collaborated	Briefed	Bolstered	Bargained
Encouraged	Assessed	Contributed	Communicated	Built	Expedited
Enhanced	Briefed	Consulted	Corresponded	Charged	Facilitated
Expanded	Clarified	Cooperated	Debated	Clarified	Lobbied
Facilitated	Compared	Enlisted	Explained	Composed	Mediated
Fostered	Correlated	Facilitated	Expressed	Conceived	Merged
Generated	Critiqued	Fostered	Facilitated	Corrected	Motivated
Guaranteed	Debated	Helped	Interpreted	Created	Negotiated
Identified	Defined	Participated	Interviewed	Designed	Persuaded
Improved	Determined	Referred	Lectured	Developed	Promoted
Increased	Diagnosed	Served	Listened	Devised	Reconciled
Inspired	Dissected	Strengthened	Narrated	Discovered	Solved
Mastered	Evaluated	Supported	Prepared	Drafted	
Maximized	Examined	Sustained	Presented	Eliminated	
Motivated	Identified		Publicized	Established	
Obtained	Interviewed		Recorded	Expanded	
Overcame	Investigated		Responded	Expedited	
Promoted	Judged		Spoke	Initiated	
Reduced	Maintained		Wrote	Innovated	
Restored	Mapped			Instituted	
Stimulated	Monitored			Integrated	
Strengthened	Observed			Introduced	
Upgraded	Perceived			Invented	
	Ranked			Launched	
	Read			Modified	
	Reasoned			Originated	
	Related			Perceived	
	Researched			Performed	
	Reviewed			Planned	
	Screened			Prioritized	
	Scanned			Produced	
	Solved			Promoted	
	Studied			Proposed	
	Summarized			Recommended	
	Synthesized			Reduced	
	Verified			Refined	
	Visualized			Revamped	
				Set	
				Shaped	
				Simplified	
				Strengthened	
				Upgraded	

Operations	Organization	Persuasion	Service	Supervision/ Management	Teaching/ Counseling
Adjusted	Accumulated	Aided	Assisted	Administered	Adapted
Adapted	Assembled	Advertised	Attended	Allocated	Advised
Bolstered	Built	Auctioned	Cared (for)	Approved	Advocated
Clarified	Catalogued	Bolstered	Catered	Arranged	Aided
Corrected	Clarified	Enlisted	Delivered	Assigned	Assessed
Eliminated	Coordinated	Facilitated	Entertained	Authorized	Assisted
Expedited	Correlated	Helped	Facilitated	Coached	Briefed
Facilitated	Detailed	Improved	Furnished	Conducted	Charged
Fixed	Developed	Led	Listened	Decided	Clarified
Implemented	Facilitated	Maintained	Maintained	Delegated	Coached
Installed	Filed	Motivated	Prepared	Directed	Communicated
Performed	Gathered	Negotiated	Procured	Dispatched	Conducted
Prepared	Graphed	Persuaded	Provided	Distributed	Consulted
Prioritized	Identified	Promoted	Satisfied	Educated	Coordinated
Produced	Inspected	Purchased	Served	Encouraged	Demonstrated
Programmed	Located	Raised	Supplied	Enforced	Educated
Promoted	Maintained	Recommended		Evaluated	Empathized
Ran	(records)	Recruited		Executed	Guided
Reduced	Mapped			Exercised	Helped
Repaired	Met			Expedited	Implemented
Serviced	(deadlines)			Facilitated	Improved
Set	Methodized			Fired	Influenced
Transported	Obtained			Followed	Informed
Upheld	Planned			(through)	Inspired
Used	Prioritized			Hired	Interpreted
Utilized	Processed			Implemented	Investigated
	Programmed			Instructed	Observed
	Reorganized			Led	Perceived
	Reproduced			Maintained	Persuaded
	Retrieved			Managed	Restored
	Revamped			Met	Saved
	Revised			(deadlines)	Shared
	Scheduled			Monitored	Solved
	Set			Motivated	Spoke
	Simplified			Organized	Strengthened
	Solved			Oversaw	Substituted
	Streamlined			Planned	Supported
	Structured			Prepared	Sustained
	Synthesized			Regulated	Taught
	Systemized			Reinforced	Trained
	Updated			Responded	
				Retained	
				Reviewed	
				Scheduled	
				Set	
				Supervised	
				Taught	
				Trained	

SAMPLE KEYWORDS

Advertising / Communicatio

Client presentations
Promotional materials
Marketing management
Creative ability
Media planning
Cable television
Video editing

Community Development

Project / Outreach
Volunteer

Education

Child development
Education administration
Instruction
Coaching
Supervision

Engineering

A1
Analog
Compiler
Control systems
Electronics
Graphics
Hardware engineering
Instrumentation
Manufacturing
Mechanical engineering
Optical design
Peripherals
R&D
Robotics
Signal processing
Software engineering
Structural
System level design
Thermal

Finance

Account administration
Accounting
Banking
Cash management
Credit
Commercial lending
Corporate finance

Mergers and acquisitions
P&L

Government/Politics
Foreign affairs
International affairs
Research

Human Resources

Benchmarking
Benefits
Compensation
Diversity
EAP and EEO
Employee relations
Job banding
Organizational behavior
Performance management
Total Quality
Training and development
Wage and salary

Information systems

Any actual application, lan-
Gauge, operating system
Database administration
File system management
On-line information services
Real-time processing
Software support
System administration

Interpersonal Traits

Adaptable
Challenge
Communication skills
Team player
Delegate
Detail minded
Implement
Innovative
Leadership
Multitasking
Negotiating
Problem solving
Results-oriented
Service-oriented
Self-accountable
Team player

Investments

Arbitrage
Broker-dealer
Cold call
Derivatives
Dividend
Equity
Financial portfolio
Futures
Investor relations
Margin
Mutual fund
Risk analysis
Stock analysis
Treasury
Trusts
Management
Budget
Organizational design
Policy development
Resource allocation
Risk management
Strategic planning
Total Quality

Marketing

Account penetration
Business development
Competitive analysis
Forecasting
Market segmentation
New product
Pricing strategy
Point of sale
Sourcing

Medical / Healthcare

Analytical skills
Medical records
Casework services
Healthcare policy
Observation

Process Design / Consulting

Dynamic simulation
Feasibility studies
Problem-solving
Software solutions

Client-server
technologies
LAN/WAN
Interpersonal skills

Project Management

Estimating
Project engineering

Public Health

Evaluation
Target population
Project coordination
Social marketing

Purchasing

Acquisitions
Logistics
Vendor

Telecommunications

LAN
Network design
Satellite

TOP TEN RESUME MISTAKES (ADAPTED FROM PETER VOGT, MONSTERTRAK CAREER COACH)

- **Typos and grammatical errors**
Your resume needs to be grammatically perfect. If it isn't, employers will read between the lines and draw not-so-flattering conclusions about you, like: "This person can't write" or "This person obviously doesn't care."
- **Lack of specifics**
It's important to move beyond your basic job description to more detailed information about your accomplishments. For example:
 - "Worked with employees in a restaurant setting"
 - "Recruited, hired, trained, and supervised more than 20 employees in a restaurant with \$2 million in annual sales."Both of these phrases could describe the same person, but clearly the second one's details and specifics will more likely grab an employer's attention.
- **Attempting "one size fits all"**
Whenever you try to develop a "one-size-fits-all resume" to send to all employers, you almost always end up with something employers will toss in the recycle bin. Write a resume that clearly shows how and why you fit the position within a specific organization.
- **Highlighting duties instead of accomplishments**
Employers are much more interested in what you've accomplished than a simple list of what you've done. Here are some examples of simple listings of job duties:
 - Worked with children in a day-care setting
 - Updated departmental filesEach of these statements could be strengthened by stating:
 - Developed three daily activities for preschool-age children and prepared them for a holiday program performance
 - Reorganized 10 years' worth of files, making them easily accessible to department members
- **Going on too long or cutting things too short**
Begin by creating a full list of all of your activities and accomplishments. From there, choose which items best represent yourself for any given position. Work with Career Center staff to help prioritize your various activities and skills.
- **A bad objective**
A generic objective is not helpful in selling your best self. If you choose to include an objective, be sure it is specific and, more importantly, something that focuses on the employer's needs as well as your own. It is better to have no objective, than a vague one.
- **No action verbs**
Avoid using phrases like "responsible for." Instead, take advantage of the Action Verb list to develop some powerful statements about your skills and accomplishments.
- **Leaving off important information**
You may be tempted to eliminate jobs you've taken to earn extra money. However, the soft skills you've gained from these experiences may be more important to employers than you think.
- **Visually too busy**
If your resume is wall-to-wall text featuring five different fonts, it will most likely give the employer a headache. You can create a stylish resume without going overboard. Get the opinions of several people before finalizing your resume, and simplify if necessary.
- **Incorrect contact information**
While it seems obvious, many people accidentally list the wrong contact information. Double-check even the most minute, taken-for-granted details before sending your resume.

For other tips & questions, contact the Career Center at careers@lclark.edu