

# RESUME WRITING

*Employers view hundreds of resumes a week, quickly discerning pertinent information from a resume and often making an interview/no-interview decision in less than 30 seconds.*

*Always keep the reader in mind. The professional resume allows you to present your experience in a format that is easy to read and commands attention from the reader. Too often, job-seekers write their resumes as a list of tasks and responsibilities. Remember, this is not a job description but rather your personal marketing document. An effective resume helps the reader put your experience into context and highlights your accomplishments in the positions you've held. Make sure that after 30 seconds the reader has gotten to the bottom of the page and wants to learn more about you.*

Resume	Curriculum Vitae (CV)
<p><b>WHO USES:</b></p> <ul style="list-style-type: none"> <li>• Most employers request this common style of documenting skills and credentials</li> </ul> <p><b>LENGTH:</b></p> <ul style="list-style-type: none"> <li>• One page in length (two is acceptable only if you have many years of relevant experience)</li> </ul> <p><b>CONTENT:</b></p> <ul style="list-style-type: none"> <li>• Showcases education and experience</li> <li>• Summarizes your skill sets with strong action verbs in a concise manner</li> <li>• Resumes should be tailored to each job/industry</li> </ul>	<p><b>WHO USES:</b></p> <ul style="list-style-type: none"> <li>• Research-based and academic fields typically use a CV</li> </ul> <p><b>LENGTH:</b></p> <ul style="list-style-type: none"> <li>• Typically several pages long</li> </ul> <p><b>CONTENT:</b></p> <ul style="list-style-type: none"> <li>• Showcases research, publications, academic work, awards, teaching and honors in chronological order</li> <li>• Static and doesn't change according to job description</li> </ul>

### DO

- Use a common font like Arial or Times New Roman
- Set margins between 0.5"-1"
- Display information in reverse chronological order
- Customize your resume to highlight desired skills and experiences
- Rename each resume to match the job description (SallyStudent-JEFFResume)
- Submit as a PDF  
(convert here: <http://get.adobe.com/reader/>)

### DON'T

- Use fonts like Brush Script or Comic Sans
- Use personal pronouns like I, me, and my
- List duties or use the phrase "Responsibilities include:"
- Repeat bullet points for multiple positions
- Include personal information (ex: DOB, height, weight, sex, social security number, marital status, photograph)
- Include the phrase "references available upon request"

*Employers are polled every year to identify the top skills they want to see on an applicant's resume\*. The list below aligns with the top skills employers report each semester at the Jefferson Career Fairs. Let's think of strategies that highlight these desired skills throughout your resume!*

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1. Leadership                   | 6. Analytical/quantitative skills |
| 2. Ability to work in a team    | 7. Technical skills               |
| 3. Written communication skills | 8. Verbal communication skills    |
| 4. Problem-solving skills       | 9. Initiative                     |
| 5. Strong work ethic            | 10. Computer skills               |

# RESUME BREAKDOWN

Section	Tips
<b>CONTACT INFORMATION</b>	<ul style="list-style-type: none"> <li>• List your name, phone number, address, and email address</li> <li>• Include a personalized URL for your LinkedIn account</li> <li>• Use a professional and permanent email account (some school accounts expire)</li> <li>• Have an appropriate voicemail greeting</li> <li>• Remove all hyperlinks</li> </ul>
<b>SUMMARY (OPTIONAL)</b>	<ul style="list-style-type: none"> <li>• Incorporate relevant skills that apply to the industry and customize for each position</li> <li>• Can include specific certifications and number of years of experience</li> <li>• Limit to 2-4 sentences</li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• List in reverse chronological order</li> <li>• Include the formal name of the school, city and state, date of graduation, formal name of degree and/or minors obtained and your course of study</li> <li>• List GPA if 3.0 and above (ask a counselor if you have questions about this)</li> <li>• You may include bullets for study abroad, scholarships, academic awards, and/or to highlight the fact that you worked while in school</li> <li>• If an award or scholarship is not self-explanatory, include a one-line description</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Different headings enable you to place your most relevant experience by listing it first in a separate section</li> <li>• Customize this section based on each job and utilize the job description as a guide</li> <li>• Headings can include: Clinical Rotations, Healthcare Experience, Leadership Experience, Additional Experience, Volunteer Experience, [Your field here] Experience, and more!</li> <li>• If you have done a lot with an organization that is relevant to your goal, use a few bullets to describe your accomplishments</li> </ul>
<b>CERTIFICATIONS &amp; LICENSURE</b>	<ul style="list-style-type: none"> <li>• Include the name of each license and certification</li> <li>• If you are in the process of receiving one, can include “expected” date it will be received</li> <li>• Include date range or expiration date the licensure or certification is valid</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• For this section, focus on including technical skills rather than “soft skills” (ex: Leadership, Teamwork, Customer Service)</li> <li>• Some examples are: Language, Software, and Data Entry/Charting Systems</li> <li>• Depending upon level of importance, some skills can be incorporated into Experience Section</li> <li>• Focus on skills listed in the job description or that help you stand out in the field</li> </ul>
<b>ADDITIONAL SECTIONS</b>	<ul style="list-style-type: none"> <li>• Some examples of additional sections include, Professional Associations, Publications, Presentations, Related Coursework, and Activities</li> <li>• If an award or scholarship is not self-explanatory, include a one-line description.</li> </ul>

# BULLET POINT BUILDER

## TIPS FOR WRITING BULLETS:

- Always start bullets with an action verb (see below), and list in order of importance (most relevant/impressive bullets at the top)
- Do not use periods, pronouns, or informal language
- Job descriptions should include specific duties, skills, and accomplishments
- Quantifying (if applicable) job descriptions creates a strong resume - use numbers, percentages, statistics
- Use SAR as a guide as you describe your responsibilities. Always include the situation and action, and include results when applicable
- There is no set number of bullet points for each experience; ensure that the bullet points you do have are strongly worded and display why you are a qualified candidate

<b>Action Verb</b>	Streamlined
<b>Skill</b>	Teamwork/ Communication
<b>Duty/ Accomplishment</b>	Developed System and Policy
<b>Quantity</b>	20%

## ACTION VERBS

MANAGEMENT SKILLS		COMMUNICATION SKILLS		LEADERSHIP SKILLS	
Analyzed	Improved	Addressed	Informed	Achieved	Influenced
Assigned	Organized	Arbitrated	Interpreted	Adapted	Initiated
Administered	Oversaw	Arranged	Lectured	Advised	Instructed
Chaired	Planned	Authored	Moderated	Clarified	Led
Contracted	Prioritized	Communicated	Mediated	Coached	Persuaded
Consolidated	Produced	Corresponded	Negotiated	Enabled	Set goals
Coordinated	Recommended	Developed	Promoted	Encouraged	Spearheaded
Delegated	Reviewed	Drafted	Publicized	Explained	Stimulated
Directed	Scheduled	Edited	Recruited	Facilitated	Streamlined
Executed	Strengthened	Enlisted	Spoke		
		Formulated	Translated		
RESEARCH SKILLS		TECHNICAL SKILLS		CLERICAL SKILLS	
Assessed	Inspected	Assembled	Operated	Approved	Processed
Clarified	Interviewed	Built	Presented	Catalogued	Purchased
Classified	Investigated	Calculated	Programmed	Charted	Recorded
Coded	Modified	Computed	Published	Compiled	Retrieved
Collected	Reported	Devised	Remodeled	Dispatched	Screened
Compared	Researched	Diagnosed	Repaired	Generated	Specified
Critiqued	Screened	Engineered	Solved	Increased	Systematized
Evaluated	Studied	Fabricated	Trained	Monitored	Tabulated
Examined	Summarized	Fortified	Upgraded	Prepared	Validated
Extracted	Surveyed	Maintained	Utilized		
Identified	Tested	Modeled	Wrote		
FINANCIAL SKILLS		CREATIVE SKILLS		HELPING SKILLS	
Allocated	Forecasted	Acted	Implemented	Assisted	Guided
Appraised	Managed	Conceptualized	Instituted	Counseled	Motivated
Audited	Marketed	Created	Integrated	Demonstrated	Referred
Balanced	Maximized	Designed	Introduced	Educated	Rehabilitated
Budgeted	Projected	Enhanced	Invented	Expedited	Represented
		Established	Originated	Familiarized	Supported
		Fashioned	Performed		
		Founded	Revitalized		
		Illustrated	Shaped		

## BEN FRANKLIN

123 Chestnut Street, Philadelphia, PA 19107 • (215) 123-4567  
benjamin.franklin@mail.com • linkedin.com/in/benfranklin

### SUMMARY

Two years of experience as a Registered Nurse. Provide care for pediatric patients in an acute setting. Experienced in ventilator care, wound care, and family education. CPR and AED certified.

### EDUCATION

Thomas Jefferson University  
Bachelor of Science in Nursing

Philadelphia, PA  
May 20\_\_

Liberty Community College  
Associate of Science in Nursing

Harrisburg, PA  
May 20\_\_

- Dean's List, Award for Top Nursing Student

### CERTIFICATION

- PA RN license # 364318 (7/17/2012- 9/20/2017)
- CPR, AED and First Aid Certification, RedCross

### HEALTHCARE EXPERIENCE

Thomas Jefferson University Clinical Experience

Philadelphia Metropolitan Area  
May 20 -Present

Sites: Thomas Jefferson University Hospital, Jefferson Hospital for Neuroscience, Roxborough Memorial Hospital Comprehensive Wound Healing Center, and Alfred I. duPont Hospital for Children

Rotations: Medical-Surgical, Telemetry, Obstetric, Pediatric, Psychiatric, Neurological, Community, and Complex Care

- Develop and initiate individualized nursing care plans based on biopsychosocial, religious, and cultural factors
- Engage in therapeutic communication with patients and thorough change of shift report with primary nursing staff
- Maintain V.A.C. therapy and perform advanced wound and ostomy care under the supervision of a WOCN
- Collect vital signs; measure I&O; analyze cardiac strips; perform physical assessments, EKG monitoring, patient teaching, and blood glucose monitoring via Accu-Chek; document on EMRs, including EPIC and JeffChart
- Administer PO, IV, SC, IM, and topical medication and tube feedings under the supervision of a clinical instructor

Community Hospital  
Registered Nurse

Harrisburg, PA  
June 20 -August 20\_\_

- Trained and supervised 10 new employees as Lead Nurse
- Educated family members and patients regarding treatment plans
- Streamlined communication with testing facilities to ensure lab work was returned promptly; increasing efficiency by 20%

Sunshine Healthcare Center  
Volunteer

Cherry Hill, NJ  
February 20 - August 20\_\_

- Provided customer service for up to 200 people per day
- Received recognition for "Most Committed Volunteer" voted on by supervisors and other team members

### ADDITIONAL EXPERIENCE

Jones Family  
Caregiver

Washington, DC  
Summers 20 -20\_\_

- Supervised three children ages 2-9; planned daily activities and prepared meals
- Tutored second grader in reading, math and spelling

### SKILLS

- Language: Fluent in Spanish

# First A. Last

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Philadelphia, PA | 215.999.9999 | [Youreemail@mail.com](mailto:Youreemail@mail.com)  
[linkedin.com/yourname](https://www.linkedin.com/yourname) | [myonlineportfolio.com](https://myonlineportfolio.com)

## EDUCATION

**Jefferson (Philadelphia University + Thomas Jefferson University), Philadelphia, PA**  
**Bachelor of Science, Fashion Merchandising and Management** May 20\_\_  
Cumulative GPA: 3.5, Major GPA: 3.8  
Relevant Coursework: Managerial Accounting, Integrative Design Process, Statistics

American Academy University, Paris France  
Study Abroad Short Course Summer 20\_\_

Special Projects: Developed an integration, technologically based marketing campaign to sell women's accessories

## EXPERIENCE

**Nicole Miller, New York, New York** June 20\_\_ - Present

### Marketing Intern

- Develop and deliver fashion product promotions, which includes clipping client coverage, monitoring social media, researching projects, drafting press release, and editorializing media blasts
- Increased Instagram followers by 40% to 503 from 360 in 6 months
- Managed and sent over 200 social media brand ambassador posts
- Develop and edit product images using Photoshop, InDesign, and Illustrator
- Collaborate with 15-person marketing team to brainstorm plans for future products and lines

**The Digital Voice (Jefferson Student Publication), Philadelphia, PA** Jan. 20\_\_ - Jun. 20\_\_

### Contributing Writer

- Assisted editor in copy management, article planning and layout for monthly publication
- Write articles and reviews related to political commentary and political events
- Help with distributing publication through online formats including social media exposure with over 250 views
- Interviewed high profile campus personnel and donors for university relations articles

## POSSIBLE SECTIONS: LEADERSHIP, VOLUNTEER, ACTIVITIES, PROJECTS, COLLABORATIONS

**Vice-President, Fashion Industry Association** Aug. 20\_\_ - Present

- Organize pop-up shop for 50 vendor participants and over 200 items sold and \$2,500 proceeds donated to charity
- Oversee operations of 60 member organization including membership recruitment and budget
- Create new social media and online platforms to market events and fundraisers

**Jefferson Rams Women's Basketball, Division II Student-Athlete** Aug. 20\_\_ - Present

- Selected Team Captain for 2018-2019
- Awarded CACC Conference Freshmen of the Year 2016-2017
- 2017-2018 NCAA National Tournament - East Regional Appearance

## TECHNICAL & LANGUAGE SKILLS

- Adobe: Photoshop, Illustrator, InDesign; Microsoft: Word, Excel, PowerPoint, Outlook
- Social Media & Content Management: Instagram, Snapchat, LinkedIn, WordPress
- Advanced Spanish (speaking, reading, writing, comprehension)

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## **Education**

### **Master of Business Administration, Finance, Marketing**

Jefferson (Philadelphia University + Thomas Jefferson University) -GPA 3.974  
Delta MU Delta International Honor Society in Business

December 20\_\_  
Philadelphia, PA

### **Bachelor of Fine Arts, Film studies, Music Technology Certificate**

XYZ University -GPA 3.587

- Dean's List

May 20\_\_  
City, State

## **Coursework & Projects**

June 20\_\_ -December 20\_\_

### **Corporate Financial Policy and Planning**

- Conducted financial statement analysis for several entities identifying strengths and weaknesses
- Performed capital budgeting analysis, utilizing payback period, discounted period, net present value, profitability index and internal rate of return
- Estimated cash flows of existing and potential projects
- Formulated financial strategy based on the mitigation of risk while maximizing stakeholder returns

### **Portfolio and Investment Management**

- Analyzed securities and made investment recommendations for university financed, student-run investment fund
- Applied portfolio theory, in conjunction with asset pricing models to build efficient portfolios

### **International Business Immersion Learning Trip - Madrid, Spain**

- Represented Jefferson during corporate, governmental, and cultural visits
- Experienced the inner workings of the global economy from a range of different industries
- Drafted a business plan to expand a U.S. company into global markets

### **New Product Development**

- Competed as a team of MBA and engineering students in Parker Hannifin's "Stretch Your Mind Engineering Challenge." Designed and prototyped an Arthritis treatment tool, employing Electroactive Polymer sensor technology
- Drafted a business plan for the introduction of the device into the marketplace

### **Business Model Innovation**

- Worked in a team to create a business model for a new, custom furniture subsidiary for a global furniture firm
- Conducted analysis of the existing furniture industry and current corporate make up to create an innovative offering, to capitalize on an evolving market and customer base

### **Strategic Insight and Implementation Capstone Course**

- Collaborated in strategic decision-making rooted in financial, operational and market analysis
- Competed against other teams in a simulated global manufacturing industry

## **Work Experience**

### **Videographer -City, State**

December 20\_\_ -June 20\_\_

*Independent Contractor*

- Established a network of clients ranging from regional corporations to local musicians
- Produced promotional, instructional and performance videos
- Engaged in the process from pre-production through post-production
- Provided the service of cinematography, audio recording, sound design, and audio and video editing

### **University of College of Music -City, State**

January 201\_\_ -June 20\_\_

*Recording Technician and Stage Manager*

- Recorded and performed sound reinforcement for concerts and recitals, through the application of various microphone techniques and audio interfaces
- Edited and prepared audio files for archiving and distribution
- Coordinated logistics within concert hall in preparation and during performances and events

### **ABC Productions LLC - City, State**

September 20\_\_ - June 20\_\_

*Carpenter*

- Assisted in interior and exterior construction, remodeling, woodworking and painting

# First A. Last

## Industrial Designer

youremail@gmail.com  
(555)555-5555  
websites.com  
linkedin.com/in/yourprofile

### EXPERIENCE

**MIO** Jul 20\_\_ - Pres  
Freelance Designer

Developed Installation concepts for TD Bank and Philly's Comcast Center among others  
Applied understanding of Mio's business strategy, aesthetic, and manufacturing practices  
Finalized design details and created renderings of concepts for client presentations.

**Jefferson** Jan 20\_\_ - Pres  
Shop Monitor

Operate 3d printer and laser cutter in prototyping lab  
Oversee wood shop and advise and assist students in use of shop equipment

**Boulderplanet Koln** May - Jun 20\_\_  
Installation Designer  
Germany

Worked on location while studying abroad in Cologne, Germany  
Designed and implemented an interactive climbing wall for the Boulder planet climbing gym  
Wrote software that allowed motion tracking, physics based geometry, and projection mapping softwares to 'NOrk in tandem.

**MIO** Jan - Mar 20\_\_  
Industrial Design  
Intern

Designed packaging and instruction packets for MIO's existing in-house products  
Prepared CAD files of packaging and had samples manufactured  
Communicated with manufacturer to have sample electronics produced for point of purchase display

### SKILLS

#### Development

Sketching  
Hand Rendering  
Storyboarding  
Ergonomics

#### Prototyping

Arduino  
Modeling  
Laser Cutting  
3D printing  
Kirigami

#### Software

SolidWorks  
Rhino  
Fusion360  
Keyshot  
Processing (Java)  
Photoshop  
Illustrator  
InDesign  
Premiere  
Lightroom  
iMovie

#### Specialized

Woodworking  
Logo Design  
Lighting Design  
Circuitry  
Projection Mapping  
Motion Tracking

#### Leadership

Communication  
Coordination

### SIGNIFICANT PROJECTS

**Federal Mogul** Spring 20\_\_  
Student Designer

1st Prize - Federal Mogul Student Innovation Competition  
Designed a product for detecting leaks in roofs using Federal Mogul's proprietary materials  
Worked with design, business, and engineering students to develop the product and in-depth business plan  
Presented project at Fed. Mogul headquarters and JeffU's Innovation Gala

**Johnson & Johnson** Sep 20\_\_  
Student Designer

2nd Prize - J&J Nexus Maximus Competition  
Managed team of 3 designers  
Designed system that reminds doctors to follow sanitation guide lines in hospitals

**Likuma Labs** Jan 20\_\_  
Student Designer

Managed team of 4 designers  
Designed a smart home heating system that uses the Internet of things to respond to residents' biometrics and behavior

### EDUCATION

**Jefferson** Philadelphia  
/ Philadelphia University + Thomas Jefferson University

B.S. Industrial Design 20\_\_  
Concentrations in Lighting and Furniture Design

**Koln International School of Design** Germany  
Study Abroad: Spring 20\_\_  
Integrated Design

**DIS Copenhagen** Denmark  
Study Abroad: Summer 20\_\_  
Furniture Design

### LEADERSHIP

**Jefferson Club Soccer** Aug 20\_\_  
Co-Founder, President to Present

Founded the organization with a classmate freshman year and handled both the administrative tasks off the field and managerial tasks on the field.

## REFERENCES

### Tips:

- Provide 3-5 references that can speak to your qualifications and abilities
- Include the same heading from your resume and to keep a consistent format
- Consider asking references from your different experiences (ex: clinical supervisors, professors, former colleagues, student group advisor, and many more)
- Always ask for permission before listing someone as a reference
- If someone agrees to serve as a reference, provide them with a copy of your resume and a thank you note
- If you have a potential reference with previous or current experience at the organization to which you're applying, be sure to include them on your list!
- Inform your references when applying for jobs. Provide them with a brief overview or the job description
- Avoid using family or friends, unless a personal reference is requested
- Be sure to follow up and thank your references and inform them that you have accepted a position
- Include a short note if you would not like your current supervisor to be contacted (see \*\*\*)

Ben Franklin

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### REFERENCES

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*\*\*\*Current Supervisor. Presently, my job search is confidential. Please refrain from contacting this person unless I am considered a finalist for the position.*

**Your references are members of your network. Keeping in touch can help strengthen your connection and lead to references speaking better to your value to potential jobs and organizations!**