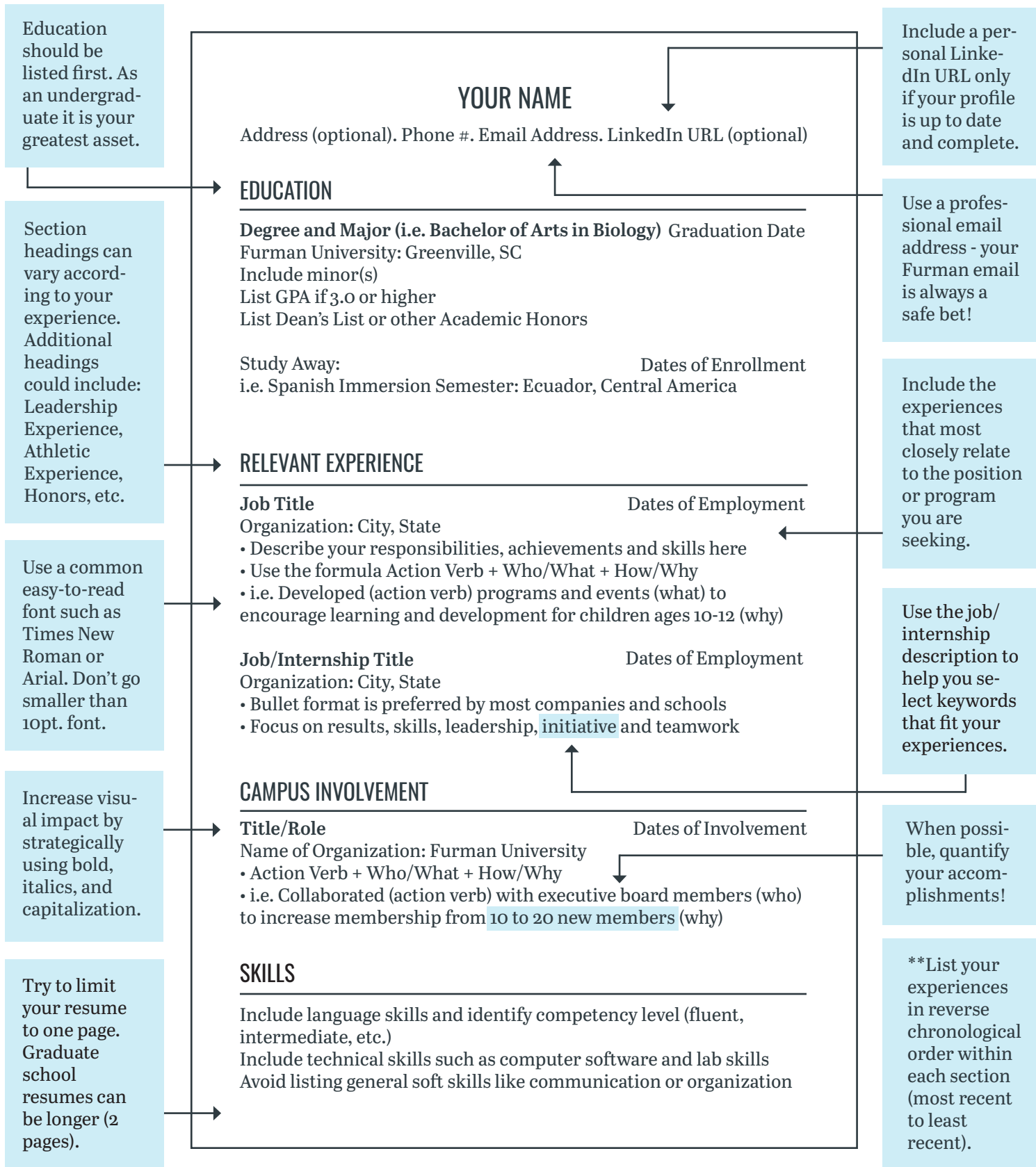


MALONE CENTER FOR CAREER ENGAGEMENT

RESUME WRITING GUIDE



Education should be listed first. As an undergraduate it is your greatest asset.

Include a personal LinkedIn URL only if your profile is up to date and complete.

Section headings can vary according to your experience. Additional headings could include: Leadership Experience, Athletic Experience, Honors, etc.

Use a professional email address - your Furman email is always a safe bet!

Use a common easy-to-read font such as Times New Roman or Arial. Don't go smaller than 10pt. font.

Include the experiences that most closely relate to the position or program you are seeking.

Increase visual impact by strategically using bold, italics, and capitalization.

Use the job/internship description to help you select keywords that fit your experiences.

Try to limit your resume to one page. Graduate school resumes can be longer (2 pages).

When possible, quantify your accomplishments!

**List your experiences in reverse chronological order within each section (most recent to least recent).

MALONE CENTER FOR CAREER ENGAGEMENT

RESUME WRITING GUIDE

ACTION VERBS

Use a variety of action verbs when describing your experiences. Don't use a verb more than once per page.

Management Skills: Administered Analyzed Assigned Consolidated Delegated Increased Executed Evaluated Introduced Organized	Communication Skills: Moderated Negotiated Recruited Edited Collaborated Arranged Interpreted Promoted Formulated Developed	Research Skills: Collected Critiqued Diagnosed Reviewed Investigated Identified Summarized Interviewed Inspected Clarified
Teaching/Helping Skills: Adapted Communicated Coordinated Enabled Encouraged Facilitated Guided Instructed Trained	Creative Skills: Conceptualized Created Designed Illustrated Performed Shaped Invented Established Directed Initiated	Other Verbs: Achieved Expanded Reduced Resolved Implemented Compiled Prepared Generated Improved Monitored

PRACTICE YOUR EMPLOYMENT BULLET POINTS

Remember the Formula: Action Verb + Who/What + How/Why

Bullet Point Example: "Acted as a liaison between Head Editor and Editorial Board to ensure operational efficiency and satisfaction"

•	_____	_____	_____
	(action verb)	(who/what)	(how/why)
•	_____	_____	_____
•	_____	_____	_____