



**COLORADO
COLLEGE**

Career Center



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Resume Writing

Why Do I Need a Resume?

A resume is a professional and legal document that demonstrates your qualifications for a position. Its purpose is to **get you an interview**.

Employers typically spend 30 seconds or less reviewing your resume!

How Do I Start?

Start with a blank document to give you more flexibility and allow you to best utilize the space. Though pre-formatted templates are tempting, they are easy to spot and allow little room for uniqueness.

What Format Should I Use?

There are three main formats you can choose from:

1. **Chronological:** This categorical listing of information *in reverse order* (most recent to least recent) allows the employer to quickly scan for information about your experiences.
2. **Functional:** Your experience is explained under major skill headings, with job titles, employers, and dates listed separately.
3. **Combination:** Your experiences are separated into two categories—related and unrelated to the position you're applying for. This allows you to highlight your most relevant experiences regardless of the dates when they took place.

Keep in Mind

For most industries, your resume should be **one page** unless you have sufficient *relevant* experience for two pages. Maintain the same format and style throughout your document. Be sure there are no errors. **Proofread. Proofread. Proofread.**

Formatting Guidelines

First impressions are key. Make your resume easy to read.

Font

Choose a simple font, such as Arial, Helvetica, or Times New Roman. Use font size 10-12 pt.

Bullets

Use bullets to describe what you did at each position. Start each bullet with an **action verb**. Use small, solid circles or squares.

Margins

Set your margins—top, bottom, left, and right—to 0.5-1”.

Underline, Bold, Italic, and Capitalization

Use stylistic elements to break up your resume and make it more visual, but don't overdo it!

Sections

Education

- For college students, education is typically the first section on your resume.
- List degrees in reverse chronological order.
- List relevant coursework and any honors or awards.
- Include study abroad experiences.
- If your GPA is 3.5 or higher, it is appropriate to include it in this section.

Once you have extensive relevant experience, your Education can move toward the end of the document.

Experience

- If you choose a **chronological format**, you will have one experience section with each entry listed in reverse chronological order. If you use a **combination format**, you will have two Experience sections (Relevant Experience and Other Experience).
- Use bullets to highlight your **accomplishments** and **responsibilities**. This will make it easier for the reader to quickly review your document. Be sure to begin each statement with an **action verb**.
- Try to give details about your accomplishments and responsibilities instead of a general list of duties.
- Quantify your experience as much as possible with **volumes**, **dollar amounts**, and **percentages**.

“Experience” includes internship, part-time, full-time, paid, volunteer, temporary, and permanent opportunities.

Skills

- Technology-based or computer skills, foreign language knowledge and other field-specific skill sets and certifications are appropriate to include on your resume.
- Be sure to accurately indicate your skill level using qualifiers such as “Proficient in...” or “Fluent in...”

Co-Curricular Activities/Community Involvement

If you have a great deal of leadership experience, this section could also be called “Leadership”.

- If you are a **student athlete**, be sure to include that.
- Depending on their relevance to the position you are applying for, you may include bullet points with details about your accomplishments in leadership positions. *Always remember to use action verbs!*



Is it okay to include information from high school?

In your first and second years of college, it is acceptable to include high school activities. As you gain more experience, you will begin to take older and less related activities off your resume. **Your resume is always a work in progress.**

Before You Send Your Resume...

Check off these final suggestions to ensure you're representing your best self.

Do's

- Include your name, address, telephone number, and email address (be sure to check your email daily).
- Tailor your resume to the employer and position.
- Emphasize your skills and accomplishments.
- Use past tense action verbs and quantitative descriptions.
- Limit your resume to 1 page when possible.
- Proofread your document. Have others proofread it. Bring your resume to the Career Center for review.

Don'ts

- List an objective. A summary or a profile is a good alternative.
- Use abbreviations, except for state abbreviations.
- Use first-person pronouns (I, me, my, or we).
- Include personal information such as age, race, ethnicity, religion, national origin, or marital status.
- Exaggerate your qualifications.
- Use multiple fonts or colored paper.
- Include "references available upon request."

Ask Yourself...

Is your document visually appealing?

Does your resume tell your story?

Would *you* hire you based on the information presented?

Action Verbs

Management Skills

accelerated	concluded	exercised	intensified	preserved	scheduled
accomplished	conducted	exerted	interacted	presided	secured
accounted	consolidated	expanded	invested	prioritized	seized
achieved	contracted	focused	involved	proceeded	selected
acquired	controlled	foresaw	launched	procured	sparked
administered	coordinated	formalized	led	produced	streamlined
advanced	delegated	formed	maximized	progressed	strengthened
analyzed	designated	governed	mentored	proposed	structured
appointed	determined	grouped	mobilized	proved	succeeded
appropriated	developed	handled	modeled	recognized	supervised
assigned	directed	headed	modified	recommended	surpassed
assured	discharged	hired	obtained	reduced	sustained
attained	effected	improved	officiated	reorganized	synchronized
authorized	eliminated	improvised	ordered	reported	transferred
awarded	employed	included	organized	resolved	transformed
briefed	empowered	increased	oversaw	restored	unified
brought	enacted	induced	persisted	restructured	ventured
chaired	endowed	initiated	piloted	revamped	won
channeled	enforced	innovated	placed	reviewed	
collaborated	evaluated	installed	planned	revised	
commanded	executed	insured	pooled	revived	

Research Skills

addressed	corresponded	influenced	motivated	raised	shared
answered	corroborated	inspired	negotiated	reconciled	spoke
arbitrated	developed	interacted	nominated	recruited	stressed
arranged	directed	interpreted	participated	reinforced	supported
assured	drafted	justified	perceived	related	sustained
authored	earned	keynoted	persuaded	reported	taught
briefed	edited	lectured	posted	resolved	translated
broadened	empowered	listened	practiced	responded	tutored
collaborated	enlisted	mediated	presented	restored	understood
composed	focused	mentored	promoted	revamped	unified
consulted	formulated	modeled	proposed	revealed	wrote
cooperated	included	moderated	publicized	revised	

Communication Skills

addressed	corresponded	influenced	motivated	raised	shared
answered	corroborated	inspired	negotiated	reconciled	spoke
arbitrated	developed	interacted	nominated	recruited	stressed
arranged	directed	interpreted	participated	reinforced	supported
assured	drafted	justified	perceived	related	sustained
authored	earned	keynoted	persuaded	reported	taught
briefed	edited	lectured	posted	resolved	translated
broadened	empowered	listened	practiced	responded	tutored
collaborated	enlisted	mediated	presented	restored	understood
composed	focused	mentored	promoted	revamped	unified
consulted	formulated	modeled	proposed	revealed	wrote
cooperated	included	moderated	publicized	revised	

Teaching & Helping Skills

accompanied	cooperated	effected	included	participated	stimulated
adapted	coordinated	enabled	informed	persuaded	supported
advised	corroborated	encouraged	initiated	prompted	taught
applied	counseled	evaluated	instructed	referred	tutored
assessed	demonstrated	expedited	interacted	rehabilitated	understood
assisted	developed	explained	located	represented	used
assured	devoted	facilitated	mapped	served	
clarified	diagnosed	familiarized	mastered	serviced	
coached	diagrammed	graded	mentored	set goals	
communicated	discharged	guided	modeled	shared	
contributed	educated	handled	nominated	sponsored	

Technical Skills

acquired	determined	identified	located	realized	surveyed
broadened	diagnosed	induced	mapped	recognized	systematized
clarified	discovered	inspected	observed	revealed	tested
collected	discriminated	interpreted	organized	reviewed	
conducted	evaluated	interviewed	perceived	scouted	
critiqued	examined	investigated	pinpointed	searched	
derived	explored	learned	pioneered	studied	
detected	extracted	lived	predicted	summarized	

Financial Skills

accelerated	certified	developed	managed	raised	streamlined
allocated	administered	earned	marketed	realized	transferred
analyzed	checked	endowed	merchandized	recognized	verified
appraised	compiled	financed	merited	reduced	
audited	computed	forecasted	planned	regulated	
balanced	converted	foresaw	procured	reported	
budgeted	correlated	handled	profited	researched	
calculated	detailed	invested	projected	secured	

Creative Skills

acted	directed	featured	instituted	planned	sparked
composed	discovered	founded	integrated	performed	ventured
conceived	displayed	illustrated	introduced	presented	won
conceptualized	established	improvised	invented	revamped	
created	expanded	initiated	modified	revitalized	
designed	explored	innovated	originated	revived	
developed	fashioned	inspired	pioneered	shaped	

Clerical or Detail Skills

approved	condensed	generated	operated	recorded	systematized
arranged	correlated	grouped	organized	reduced	tabulated
catalogued	detailed	helped	perfected	restructured	transformed
certified	diagrammed	implemented	pinpointed	resumed	used
checked	dispatched	inspected	placed	retrieved	validated
classified	executed	installed	prepared	screened	verified
collected	financed	modified	processed	specified	
compiled	focused	monitored	purchased	structured	
completed	formed	narrowed	pursued	synchronized	