

The Basics of Building Your Resume

Heading

Include:

- Name (make it big and bold)
- Phone number, email (Required)
- School and/or home address (Optional)
- Web links to LinkedIn profile or portfolio

Section Headings

Include:

- Be descriptive with category headings—this allows you to highlight specific experiences
- Additional headings might include Lab/Research Experience, Computer/Software Skills, Social Media Skills

Experience & Bullet Points

Include:

- Position title
- Organization name, city, state
- Dates of employment/involvement
- Most recent experiences at top (reverse chronological)
- 2-3 bullet points describing duties/tasks and skills acquired
- Begin with an action verb (past tense for previous)
- Explain your duties & tasks
- Use numbers to quantify results

Other Possible Sections Titles:

Projects, Activities, Languages, International Experience, Research, Internships, Presentations, etc.

Education

Include:

- University of Pittsburgh (can specify here)
- Degree and Major (Bachelor of Arts or Sciences in X)
- Major track/emphasis, minors, and/or certificates
- Graduation date only (Month, Year)
- Cumulative GPA
- Dean's List or other honors
- Other institutions if you received a degree (HS not necessary)

Coursework (Optional)

Include:

- Classes that are relevant to the occupation/field you are seeking
- Consider class projects, research, and group work
- Can also list 4-6 related classes

Other Reminders

- Keep to 1 page in length
- Do not use a template
- Place dates on right side of page
- Stay consistent with format and layout
- Use 10-12 pt font
- Do not state "Reference available upon request"
- Check for spelling and grammar errors
- Tailor the information to positions you are applying for

Ashley Wright

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EDUCATION

University of Pittsburgh | Pittsburgh, PA

Bachelor of Arts in Communication | Minor in Studio Arts

Certificate in Digital Media

April 2019

GPA:3.4

RELEVANT COURSEWORK

- Advanced Public Speaking
- Composing Digital Media
- Media Criticism
- Visual Rhetoric
- Communication Ethics
- Digital Studio: Imaging

EXPERIENCE

Pittsburgh Penguins, National Hockey League

Community Relations Intern

Pittsburgh, PA

April 2017-August 2017

- Handled daily social media communications on Twitter, Facebook, and Instagram; increased followers on Facebook by 56%, Twitter by 16%, and Instagram by 41%
- Wrote *Ice Time* features for the foundation's "Community Update" section
- Acted as game night liaison for Sidney Crosby and Evgeni Malkin charity suites

Giant Eagle

Cashier

Pittsburgh, PA

May 2015-April 2017

- Supervised 5 other employees and provided on the job training for new cashiers
- Organized returns and prepared carts for floor associates
- Responded to service inquires and coordinated resolutions with management
- Completed shift start/end duties and generated reports for management

LEADERSHIP AND INVOLVEMENT

Pathfinders, Marketing and Social Media Committee Chair

January 2016-Present

- Recruit over 3,000 perspective students via programs, tours, and telephone calls
- Represent the University of Pittsburgh at all times, as both a student and tour guide
- Provide 5-10 campus and city tours per week to prospective undergraduate students

Spanish Club, Participant

September 2016-Present

Emerging Leaders, Participant

Fall 2016

SKILLS

- Intermediate Spanish:
- Read, Write, Speak
- Adobe Photoshop
- Adobe InDesign

Building Strong Bullet Points

Action Verbs + **Skills Used** + **Results** = Strong Bullet Points

Strong Action Verbs

Example 1: **Guided** 14 swimmers aged 4-6 through interactive games and drills, leading to the successful completion of the “Swim like a dolphin” level 1 program

Now it is your turn! Use the rest of this space to practice writing bullet points:

Acquire	Compare	Enhance	Investigate	Record
Act	Comprehend	Establish	Lead	Recruit
Advance	Conclude	Estimate	Maintain	Repair
Advertise	Consult	Evaluate	Manage	Represent
Align	Contact	Examine	Measure	Research
Analyze	Contribute	Explain	Modify	Review
Anticipate	Converse	Explore	Monitor	Revise
Appraise	Correct	Facilitate	Motivate	Rewrite
Arrange	Counsel	Forecast	Observe	Schedule
Articulate	Create	Formulate	Operate	Screen
Assess	Delegate	Govern	Organize	Search
Assist	Design	Guide	Participate	Sell
Audit	Determine	Identify	Perform	Serve
Balance	Develop	Implement	Plan	Sketch
Boost	Discover	Improve	Prepare	Strategize
Budget	Display	Influence	Present	Summarize
Build	Dissect	Inform	Program	Support
Calculate	Document	Initiate	Provide	Survey
Categorize	Draft	Inquire	Publicize	Teach
Challenge	Draw	Inspect	Quantify	Track
Change	Edit	Instruct	Read	Train
Check	Educate	Interpret	Receive	Transform
Clarify	Encourage	Interview	Recommend	Translate
Comment	Engineer	Inventory	Reconcile	Troubleshoot

Skills Used (What did you do?) ex. Facebook, Twitter, C++, Spanish, Public Speaking

Results (if possible, quantify it) ex. Cut wait time down to an average of 4 minutes; increasing Twitter followers by 47%

RESUME CHECKLIST

- Is your resume 1 page?
- Are verb tenses present tense for current experiences and past tense for previous experiences?
- Is it easy to read with consistent alignment?
- Is your resume free of personal pronouns? (I, me, we, us, etc.)
- Is your resume customized for the position for which you are applying?
- Is your resume completely free from spelling, punctuation, and grammatical errors?
- Is it saved as a .pdf?
- Has it been reviewed? If not, come to the Career Center for a review.