

FIRST STEPS

- ✓ Brainstorm accomplishments, work history, academics, extracurricular activities, volunteer work, campus involvement, and other experiences.
- ✓ Tailor your résumé for the specific position or experience for which you are applying.
- ✓ Remember that your résumé is a brief advertisement of your transferable skills and abilities that is used to get an interview.

THINGS TO KEEP IN MIND WHEN WRITING YOUR RÉSUMÉ

- Your name should stand out – 18 pt. font
- Include *current* contact information
- Don't use a template - it limits editing ability
- Avoid using abbreviations
- Be brief and concise while hitting important points
- Be consistent with formatting, style, and verb tenses
- Check for grammar and spelling errors!
- Fill the entire page and avoid white space
- Be creative but not distracting
- Prioritize the sections of your résumé
- Cater your résumé to fit a specific position
- Revise your résumé and have others edit/review it
- Print your résumé on high quality paper
- Save it as a PDF for online submissions

THINGS NOT TO INCLUDE ON YOUR RÉSUMÉ

- Place of Birth
- Date of Birth
- Hobbies
- Gender
- Marital Status
- The word "I"
- Race
- Religion

DIFFERENT TYPES OF RÉSUMÉS

Chronological. Highlights your experience by listing previous jobs and activities in reverse chronological order. *Possible sections to include:* contact information, education and training, work experience, relevant experience, volunteer experience, leadership and activities, honors and awards

Functional. Focuses on transferable skills and abilities gained from work experience and involvement. *Possible sections to include:* contact information, education and certifications, competencies and skills, professional experience, work experience, leadership and activities, honors

Combination. Uses aspects from both chronological and functional résumés to highlight relevant work experience AND skills.

MU CAREER CENTER

Lower Level,
Student Success Center

☎ (573) 882-6801

📧 career.missouri.edu

✉ career@missouri.edu



RÉSUMÉ STRUCTURE MODEL

This example can provide ideas for headings you might include on your résumé and ways to emphasize important information in your bullet points. Remember, your résumé should be personal and individualized to highlight YOUR unique talents and fit with the position for which you're applying.

Sample Student

123 Mizzou Way • Columbia, Missouri 65201 • (573) 555-1999 • samplestudent@mail.missouri.edu
www.linkedin.com/in/profile/mizzoustudent

EDUCATION

Bachelor of Arts in Psychology
University of Missouri
Minor: Sociology

Anticipated Graduation Date: December 2016
Columbia, Missouri
GPA: 3.6/4.0

RESEARCH EXPERIENCE

Student Researcher, Psychological Sciences Department, Columbia, Missouri August 2015-Present

- Conducted research with a senior faculty member on the psychological, environmental, and social factors that contribute to teacher burnout (anticipating publication upon completion)
- Recruited 55 participants for the study and collected data on participating subjects by administering a 20 question online survey
- Ran statistical tests on data and analyzed results in order to draw appropriate conclusions

WORK EXPERIENCE

Youth Specialist, Youth Connection, Columbia, Missouri May 2015 - Present

- Administered individual intake assessments for at-risk youth admitted into program to obtain information about background, interests, goals, and personality
- Directed recreational activities for groups of 10-12 children, ages 8-15, to enhance teamwork skills and confidence in participants
- Planned, implemented, and supervised monthly educational field trips to local and regional locations
- Participated in more than 50 hours of training in mentorship, counseling, and child development

Student Clerical Assistant, Health Sciences Library, University of Missouri, Columbia, Missouri August 2014 - May 2015

- Marked books and placed date due slips and bar codes into books to ensure accurate reporting
- Referenced accession numbers for bar codes and performed minor book repairs
- Discharged books into the MERLIN library system
- Packed books in an organized fashion to be shipped to the Bindery

Office Assistant, Rainbow Camp, Springfield, Missouri May 2013 - August 2013

- Promoted Rainbow Camp's motto to campers' parents and the surrounding community through verbal interactions, social media, website and newsletter content
- Recommended lodging accommodations in Springfield, Missouri to campers' parents to ensure a pleasant stay
- Sorted more than 1,000 pieces of mail daily and efficiently distributed mail to campers
- Sold camp clothing, accessories, and toiletry items to increase revenue for the camp
- Answered phone and email, and communicated messages to leadership staff and campers

VOLUNTEER EXPERIENCE

STRIPES, Columbia, Missouri January 2015 - May 2015

- Provided safe and prompt rides home to university students in an effort to prevent drunk driving
- Met bi-weekly and communicated with other volunteers to ensure the goals of the organization were being upheld

Mizzou Alternative Spring Break, Congaree National Park, South Carolina March 2015

- Built bridges in Congaree National Park in order to better the environment and help civilians
- Fundraised by posting flyers and contacting individuals in order to raise money for the organization
- Enhanced teamwork skills by working with a diverse group of people to effectively build bridges

Camp Erin - Bereavement Camp for Kids, Cincinnati, Ohio June 2014

- Counseled and led 12 young girls, ages 12-13, who had lost a significant family figure
- Demonstrated a positive attitude in order to instill hope in the children

AWARDS

- 2014-2015 Sol Feinstone Scholarship Recipient
- 2013-2014 The Bailey Family Foundation Scholarship Recipient

THINGS TO CONSIDER

Name and Contact Information

- Your name should stand out so that it is memorable. Try a font size between 18 and 28 points.
- Consider including your local address instead of or in addition to your permanent address. This will allow employers to contact you more promptly and directly.
- Use a professional email address – your @mail.missouri.edu is a great option.
- Include your personalized LinkedIn url. When your résumé is complete, make sure your LinkedIn profile is up-to-date, as well. This will give employers a summary of your experiences and resulting skill sets. Your LinkedIn profile can be a good resource to show employers that you are right for a position and know how to operate in a professional setting. Search “Mizzou Student Sample Profile” to see what great student LinkedIn profiles should look like!

Content and Clarity

- Keep in mind that if you feel uncomfortable with certain content on your résumé, remove it. That goes for GPA as well. However, certain opportunities may require the applicant to include GPA on their résumé. Be conscious of this while applying for positions and check the job description to see if GPA is mentioned.
- In order to improve the organization and clarity of your résumé, try experimenting with different section headings. Examples include: Professional Experience, Leadership and Involvement, Volunteer Work, Relevant Experience, Research Experience, etc. Make sure your headings convey the information you wish to communicate to your potential employer/program.
- Remember that this is YOUR résumé. Make it unique in structure and content to fit your personal style and preferences while maintaining a standard level of professionalism. This will help your résumé stand out from the rest of the applicants and help you reach the interview stage of the application process.

Tailoring Your Résumé

- Tailor your résumé to the specific position/program you are applying for in order to show the employer/program you have the skills necessary to fill the position. A great way to do this is looking through the job/program description to pick out keywords and verbs used in the description and use them on your résumé.
- In order to fit your resume onto a single page (unless otherwise specified by the employer), you may have to exclude certain experiences. It is beneficial to maintain a "stock resume" from which to copy and paste the experiences most relevant to the position for which you are applying onto a separate one-page document. All experiences are important, but remember that you will have the opportunity to mention things not included on your resume if you make it to the interview stage of the selection process. Remember that your LinkedIn profile is not required to fit on one page, and you can include all of your experiences there, as well.

Strengths-Based Approach

- Choose verbs and keywords that convey the strengths you possess and can potentially bring to the employer and/or program.
- Employers like to know not only what your strengths are, but also how you were able to apply them in various situations and how this can benefit the company or program. Search for ways to best represent the transferable skills you have gained throughout your college career. The resume binder in the Career Center has a specific example of the Strengths-Based Approach on a résumé if you would like to see an example.

EXPERIENCE DESCRIPTIONS

STANDARD	DECENT	IDEAL
<ul style="list-style-type: none"> Responsible for publicity 	<ul style="list-style-type: none"> Interacted successfully with public affairs representatives and local media 	<ul style="list-style-type: none"> Interacted successfully with public affairs representatives and local media increasing community awareness of agency by 25%
<ul style="list-style-type: none"> Responsibilities included adhering to safety procedures and ensuring other lifeguards knew policies 	<ul style="list-style-type: none"> Carried out safety precautions and instructed staff in the proper use of equipment 	<ul style="list-style-type: none"> Carried out safety precautions and instructed staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer

ACTION VERBS

Management/Leadership

administered
approved
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
eliminated
enhanced
enforced
established
evaluated
executed
expanded
generated
headed
hired
improved
incorporated
increased
inspected
instituted
managed
motivated
navigated
organized
oversaw
planned
presided
prioritized
produced
recommended
reorganized
reviewed
scheduled
strengthened
supervised
unified

Communication

addressed
advertised
arranged
collaborated
communicated
composed
condensed
contacted
convinced
corresponded
defined
directed
drafted
edited
elicited
expressed
formulated
influenced
interpreted
interviewed
judged
lectured
marketed
moderated
negotiated
observed
participated
persuaded
presented
promoted
publicized
quoted
reconciled
recruited
referred
reported
resolved
responded
spoke
suggested
synthesized
translated
wrote

Research

analyzed
clarified
collected
compared
conducted
determined
evaluated
examined
extracted
formulated
gathered
identified
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
solved
summarized
surveyed
tested

Technical

applied
assembled
built
calculated
conserved
constructed
designed
determined
developed
installed
maintained
operated
programmed
resolved
specialized
upgraded

Teaching

adapted
advised
clarified
communicated
conducted
coordinated
critiqued
developed
enabled
evaluated
explained
facilitated
guided
individualized
instructed
motivated
stimulated
taught
trained
transmitted
tutored

Creative

acted
composed
conceptualized
created
designed
directed
displayed
entertained
fashioned
formulated
founded
illustrated
introduced
invented
modeled
originated
performed
photographed
planned
revised

Helping

advocated
aided
answered
assisted
cared for
clarified
contributed
counseled
diagnosed
educated
encouraged
explained
facilitated
familiarized
furthered
helped
influenced
insured
mediated
mentored
provided
referred
rehabilitated
resolved
simplified
supplied
supported
volunteered

Financial

analyzed
appraised
audited
balanced
budgeted
calculated
computed
estimated
forecasted
managed
projected
reconciled
transferred

Achievement

achieved
completed
developed
implemented
maximized
perfected
pioneered
reduced
sparked
spearheaded
succeeded
surpassed

Organizational

arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
filed
generated
inspected
maintained
monitored
operated
organized
prepared
processed
recorded
reviewed
scheduled
sorted
standardized
submitted
systemized
updated
validated
verified

NEXT STEPS

- ✓ Come to the MU Career Center to talk with someone about your résumé, cover letter, and LinkedIn profile, and to schedule a mock interview.
- ✓ Visit <http://career.missouri.edu/resources> to view other handouts in our Job Search series.