

## Possible Resume Section Headings:

- Personal Profile
- Professional Summary
- Summary of Skills
- Career Objective
- Objective
- Summary of Qualifications
- Education
  - Relevant Assignments
  - Relevant Courses
- Employment Experience
- Relevant Experience
- Work Experience
- Volunteer Experience
- Activities and Interests
- Awards
- Scholarships
- Technical Skills
- Computer Skills
- Professional Memberships
- Certifications
- Licensure
- Publications
- Languages
- Special Skills
- Laboratory Skills
- Research and Analytical Skills

## Writing Effective Impact Statements

### Ask yourself:

1. What was the task performed?
2. What skill(s) did you use in completing the task?
3. Were any tools used to help you complete the task?
4. What was the RESULT or OUTCOME of your completion of the task?  
How did you make an impact?

#### Examples:

- Did you double output?
  - Improve customer experience
  - Reduce costs?
  - Increase?
5. What is the “best” action verb to use when demonstrating my abilities?  
(Produce, organize, implement...)

### Remember to:

- ✓ Articulate your capabilities so employers can have a clear understanding of what you can do for them.
- ✓ Demonstrate how your knowledge could apply to the functions of the job.
- ✓ State how well you can complete the tasks listed in the job description.

## **Resume Appearance**

- **Did you proofread your resume?**
  - Check for errors! Take the time to read your resume before an employer does. Have an extra pair of eyes look it over. Employers do not want to see a resume with poor spelling, grammar, and incorrect usage of words.
  - Is everything typed? Do not hand write on your resume to correct errors!
- **Does your resume look appealing?**
  - Does the information flow in a logical manner?
  - Does it look organized?
  - Is the space on the page utilized well?
  - Are headings used appropriately?
  - Are there short concise statements or long paragraphs? Remember to keep it short and to the point. Do not write long paragraphs or descriptions.
- **Does your name stand out?**
  - Your name should be larger than the section headings on the page.
- **Is the format consistent?**
  - Are dates listed and formatted consistently?
  - Are locations aligned evenly?
  - Does the order of information match for each section?
    - Employer, position title, location, date
- **Is all the information relevant?**
  - Is the resume tailored specifically for that job position?
  - Do your IMPACT statements make sense?
  - Does your resume include keywords and action verbs to describe how your experience matches with the job description?
- **Do not send a generic resume.**
  - Make sure your resume has information that can help the employer determine your ability to perform well at THEIR job.
- **Is your resume honest?**
  - Make sure you can back up your resume with factual examples.
- **Is your contact information listed at the top of your resume?**
  - Address: If studying away from home, list current address and permanent address.
  - Phone Number: list the number that you have frequent access to
  - Email Address
  - LinkedIn Profile Link

## **Resume Do's and Don'ts**

- **Make over your resume on a regular basis.**
  - Employers do not want a “stale” resume.
  - Keep it up to date and applicable to your field.
  - This is especially important if uploading to a database.
- **Include a Professional Summary or Summary of Qualifications**
  - This section conveys what you can do for the employer.
- **Choose between an Objective statement OR a Professional Summary**
  - Real-estate on a resume is valuable and taking up space by having both of these sections is redundant to employers.
  - If you choose to include an objective statement, make sure to convey what you can do for the employer and your ambitions within the field. Avoid “Seeking a customer service position.” –This sounds selfish to an employer. Employers only want to know how you can be a beneficial and productive employee.
- **Use bullet points and NOT paragraphs.**
  - Employers take such little time to scan your resume that they want as much information in 30 seconds as possible.
  - If an employer has to slow down to read through paragraphs chances are, they will not take the time to continue reading and will pass on considering you for the position.
- **Customize your resume for EACH job!**
  - With technology, it is easy to adjust how your skills may transfer from one experience to the next.
  - Take the time to read the job description and articulate how your skills may apply.
  - Creating impact statements that convey how your skills relate, allows the employer to understand how well YOU understand the responsibilities of the job.
- **Do speak with faculty and current employees in the field.**
  - Of course there are general resume do's and don'ts to follow but each field will have unique criteria.
  - Create a resume that will stand out and fit the requirements of being considered in your specified field.

- **Having a 2 page resume is OK if you have a lot of relevant experience.**
  - It's difficult for someone with more than 5 years of experience to summarize it in one page.
  - Put the MOST RELEVANT information closer to the top/beginning of your resume.
  - Be sure to include a header with "YOUR NAME PAGE 2 OF 2" on the second page to avoid that second page being lost if left in the printer.
- **Quantify your accomplishments!**
  - Impact statements should identify results.
  - Don't just list job titles, duties, and tasks but explain your accomplishments clearly and concisely.
- **Include your PERSONALIZED LinkedIn URL.**
  - This is free even with the basic LinkedIn account.
  - Create your personalized URL through the Account Settings section.
  - Include your URL in the "name and contact information" at the top of your resume.
  - [www.linkedin.com/in/yourname](http://www.linkedin.com/in/yourname)
- **Identify and explain the function or mission of previous companies of employment.**
  - Incorporate what the purpose of that company into the impact statements.
  - **Example:**

<b>*"COD Company Inc."</b>	Glen Ellyn, IL
Manager	May 2008-June 2012
(Sample Impact Statement)	

    - Reduced operating cost of *\*t-shirt printing and design company* by 30 percent.

\*The company name doesn't really convey its function but the Italicized section identifies the companies purpose along with the employee's.

## 300 + Action Verbs

ability	authorized	cooperated	engineered
academic	balanced	coordinated	enhanced
accommodated	brainstormed	correlated	enlarged
accomplished	briefed	corresponded	entertained
accountable	budgeted	counseled	envisioned
accurately	built	created	equipped
achieved	capability	critiqued	established
acted	capacity	customized	estimated
actively	catalogued	debugged	evaluated
adapted	categorized	deciphered	evaluated
addressed	centralized	defined	evolved
adjusted	chaired	delegated	examined
administered	charted	deliberated	executed
advertised	clarified	delivered	expanded
advised	classified	demonstrated	experienced
aided	cleaned	designated	explained
alleviated	coded	designed	expressed
allocated	collaborated	determined	extended
allowed	collected	developed	extracted
altered	communicated	devised	fabricated
ameliorated	compared	diagnosed	facilitated
amended	compared	directed	fashioned
analyzed	competency	discovered	feasible
appointed	compiled	distributed	filed
appraised	completed	drafted	finalized
apprised	composed	drew	forecasted
approved	computed	eased	formed
arbitrated	conceived	edited	formulated
arranged	conceptualized	educated	fostered
ascertained	concluded	effectively	founded
assembled	condensed	efficiently	fulfilled
assessed	conducted	elevated	gathered
assigned	confirmed	elicited	generated
assisted	conserved	eliminated	guided
attainted	consistently	employed	guided
attested	constructed	empowered	handled
audited	contacted	enabled	headed
augmented	contributed	encouraged	helped
authored	controlled	endorsed	hired
	convinced	enforced	

 **College of DuPage**  
**Career Services Center**  
**Guide to Resume Writing**

identified	modeled	recorded	solicited
illustrated	moderated	recruited	solved
implemented	monitored	rectified	sorted
improved	motivated	reduced	sound source
improved	negotiated	referred	specialized
improvised	observed	refined	spoke
incorporated	officiated	reformed	standardized
increased	operated	regrouped	stimulated
indexed	orchestrated	regulated	streamlined
influenced	organized	rehabilitated	strengthened
informed	oriented	reinforced	submitted
initiated	originated	rejuvenated	substantially
innovated	oversaw	relieved	substantiated
inspected	participated	remedied	successfully
installed	particularly	remodeled	suggested
instituted	partnered	reorganized	summarized
instructed	performed	repaired	supervised
instrumental	persuaded	repaired	supplemented
integrated	planned	reported	supported
interceded	polished	repositioned	supported
interpreted	positively	represented	surveyed
interviewed	potential	researched	synthesized
invented	prepared	resourceful	systemized
investigated	prescribed	responded	tabulated
judged	presented	responsible	tailored
justified	prioritized	restored	taught
knowledgeable	processed	rethought	tested
learned	procured	retrieved	trained
lectured	produced	revamped	transferred
led	professional	reviewed	transformed
lightened	proficient	revised	translated
linked	programmed	revitalized	unified
located	projected	revived	updated
made	promoted	sanctioned	upgraded
maintained	proven	scheduled	used
major	provided	scoped	validated
managed	publicized	scrutinized	verified
marketed	purchased	selected	versatile
marketed	qualified	served	vigorously
matured	quality	set up	visualized
measured	queried	settled	wrote
mediated	rated	significant	
mediated	recommended	sold	

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