



# RESUME FORMAT

The most acceptable and readily used format for college students is the chronological resume, in which your most recent experience is listed first. How you choose to construct your resume, in terms of style, is up to you. For example, placing dates on the left or right or whether your contact information should be centred or on the left hand column is entirely your choice. The one rule to remember is that consistency is the name of the game. Always maintain the same style throughout your resume.

**CONTACT INFORMATION:** Put your contact information at the top of your resume. It should include your name, address, phone number and e-mail address. If you plan to relocate soon it's acceptable to list a permanent address.

**OBJECTIVE:** For most students seeking internships or entering the professional job market, stating an objective on your resume is not necessary. Instead, bring out your interests in a cover letter tailor-made for the specific job you are applying for.

**EDUCATION:** List your degrees in chronological order with the most recent degree first as well as any study abroad experiences you may have. You may also include relevant coursework to highlight specific skills and knowledge. *If your GPA is 3.0 or above, go ahead and list it in this section.*

**EXPERIENCE:** List your most recent experience first and do not overlook internships, volunteer positions and part-time employment. Use action verbs to highlight accomplishments and skills. You may also list substantial academic projects under experience.

**ADDITIONAL INFORMATION:** This section may stand alone under the "Additional Information" heading and highlight relevant information that may include computer and language skills, professional associations, university and community activities (including any offices held) and interests.

**OTHER HEADINGS:** You may also choose to use headings that specify other positions you have held. For example, these may include Leadership, Community Service, Athletics or Volunteer Experience. Choosing to break these out as separate headings is perfectly acceptable. It is not acceptable to include personal information such as age, marital status, religion or political affiliation (unless you are applying to a specific religious or political organization) anywhere on your resume.

**REFERENCES:** Do not list your references on your resume. A prepared list of 2-4 references should be printed on a separate sheet of paper that matches your resume format (see page 8 and 9 for examples). Bring a hard copy (or multiple copies, if needed) of your resume and references with you to the interview.



## CHECKLIST

- My resume is clear, concise and makes a positive impression in 30 seconds or less.
- There are no spelling, grammar or punctuation errors.
- My resume is one page.
- My resume presents skills and accomplishments that match employer requirements.
- My resume accurately summarizes my qualifications.
- Statements of job accomplishments on my resume start with action verbs.
- My resume is organized, easy to read and has a balance between content and white space.
- The type font is Times New Roman, Arial, Century, Helvetica or Verdana.
- The type size on my resume is 10, 11 or 12 point and is never smaller than 10 point.



# ACTION VERBS

When writing descriptions of your duties, you may use the following words to properly describe your duties.

## Management / Leadership

|               |              |            |             |             |
|---------------|--------------|------------|-------------|-------------|
| accounted for | condensed    | developed  | hired       | recruited   |
| administered  | confirmed    | employed   | maintained  | regulated   |
| analysed      | consented    | evaluated  | managed     | reviewed    |
| centralised   | consolidated | executed   | organised   | revitalised |
| certified     | contracted   | formulated | oversaw     | set goals   |
| chaired       | consulted    | founded    | planned     | scheduled   |
| changed       | correlated   | fulfilled  | prioritised | supervised  |
| commissioned  | cultivated   | grew       | produced    |             |
| committed     | delegated    | handled    | proposed    |             |
| concluded     | determined   | headed     | recommended |             |

## Quantitative / Research

|              |            |             |              |              |
|--------------|------------|-------------|--------------|--------------|
| acquired     | collected  | guaranteed  | investigated | processed    |
| amplified    | compared   | identified  | involved     | researched   |
| analysed     | conducted  | indexed     | issued       | reviewed     |
| approximated | diagnosed  | inferred    | judged       | studied      |
| ascertained  | designed   | innovated   | justified    | summarised   |
| attested     | determined | inspected   | led          | surveyed     |
| authorised   | evaluated  | inspired    | licensed     | systematised |
| bolstered    | examined   | instituted  | linked       | tested       |
| boosted      | extracted  | interested  | minimised    | trouble-shot |
| calculated   | formulated | interpreted | modified     |              |
| charted      | grew       | interviewed | organised    |              |



### **Analytical / Financial**

|               |            |            |              |               |
|---------------|------------|------------|--------------|---------------|
| accounted for | estimated  | projected  | remedied     | submitted     |
| administered  | financed   | provided   | researched   | substantiated |
| allocated     | forecasted | purchased  | reserved     | suggested     |
| analysed      | managed    | raised     | revived      | supplemented  |
| appraised     | marketed   | rated      | satisfied    | sustained     |
| audited       | minimised  | reconciled | scrutinised  | tailored      |
| balanced      | mobilised  | refined    | secured      | transferred   |
| budgeted      | monitored  | reformed   | sought       |               |
| calculated    | multiplied | regarded   | settled      |               |
| controlled    | planned    | related    | staffed      |               |
| developed     | procured   | relieved   | strengthened |               |

### **Technical**

|             |             |              |               |          |
|-------------|-------------|--------------|---------------|----------|
| activated   | deliberated | engineered   | maintained    | screened |
| assembled   | delivered   | enhanced     | navigated     | sold     |
| built       | designed    | enriched     | operated      | serviced |
| calculated  | detected    | excelled     | overhauled    | solved   |
| computed    | devaluated  | exercised    | participated  | supplied |
| constructed | devised     | exhibited    | programmed    | trained  |
| converted   | dispersed   | fabricated   | rehabilitated | upgraded |
| customised  | displayed   | familiarised | remodelled    |          |
| debugged    | elevated    | finalised    | repaired      |          |
| deciphered  | endorsed    | formed       | resolved      |          |
| dedicated   | enforced    | installed    | retrieved     |          |



### **Creative**

|                |             |            |             |             |
|----------------|-------------|------------|-------------|-------------|
| acted          | directed    | integrated | planned     | spearheaded |
| composed       | drafted     | introduced | redesigned  | started     |
| conceived      | established | invented   | remodelled  | stimulated  |
| conceptualised | executed    | marketed   | renovated   | strategised |
| conducted      | fashioned   | modernised | replaced    | transformed |
| created        | founded     | originated | revitalised |             |
| designed       | improvised  | performed  | shaped      |             |
| developed      | instituted  | pioneered  | sketched    |             |

### **Organisational / Time Management**

|              |             |             |             |              |
|--------------|-------------|-------------|-------------|--------------|
| approved     | distributed | integrated  | reshaped    | streamlined  |
| arranged     | enlisted    | monitored   | retrieved   | systematised |
| catalogued   | executed    | operated    | revamped    | tabulated    |
| classified   | expedited   | organised   | revised     | targeted     |
| collaborated | extracted   | prepared    | scheduled   | updated      |
| collected    | generated   | prioritised | screened    | validated    |
| compiled     | identified  | processed   | shaped      |              |
| conserved    | implemented | recorded    | specialised |              |
| consolidated | inspected   | reorganised | specified   |              |



### **Communication**

|              |              |             |            |            |
|--------------|--------------|-------------|------------|------------|
| addressed    | corresponded | interpreted | networked  | referred   |
| arbitrated   | developed    | interviewed | persuaded  | reported   |
| arranged     | directed     | lectured    | presented  | translated |
| authored     | drafted      | marketed    | promoted   | wrote      |
| communicated | edited       | mediated    | publicised |            |
| composed     | formulated   | moderated   | published  |            |
| contacted    | influenced   | motivated   | reconciled |            |
| convinced    | informed     | negotiated  | recruited  |            |

### **Teaching / Counselling / Helping**

|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| adapted      | coordinated  | explained    | interacted   | simplified   |
| advised      | corrected    | facilitated  | investigated | solicited    |
| analysed     | defined      | generated    | modelled     | speculated   |
| applied      | demonstrated | guided       | modified     | stated       |
| appraised    | designated   | identified   | motivated    | structured   |
| assessed     | developed    | implemented  | observed     | synthesised  |
| assigned     | directed     | incorporated | organised    | systematised |
| categorised  | educated     | indicated    | postulated   | taught       |
| clarified    | elaborated   | informed     | praised      | trained      |
| coached      | elicited     | initiated    | questioned   | tutored      |
| communicated | enabled      | instructed   | reinforced   |              |
| cooperated   | evaluated    | integrated   | rewarded     |              |



### Drive / Motivation / Results

|              |             |               |                |              |
|--------------|-------------|---------------|----------------|--------------|
| accelerated  | decreased   | improved      | obtained       | stabilised   |
| accomplished | doubled     | increased     | pioneered      | standardised |
| achieved     | effected    | initiated     | proved         | succeeded    |
| attained     | eliminated  | introduced    | reduced        | transformed  |
| augmented    | enlarged    | launched      | re-established | trimmed      |
| completed    | established | lowered costs | resolved       | validated    |
| compounded   | exceeded    | maximised     | restored       |              |
| contributed  | expanded    | measured      | selected as    |              |



# SAMPLE RESUME

## Julia John

Arthur Seat, St. Thomas | Tel: (246) 234-5678 | Email: julia.john@mycavehill.uwi.edu

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### EDUCATION

**University of the West Indies, Cave Hill Campus, Barbados** May 2016

Faculty of Social Sciences

Bachelor of Science, Management

Concentration in Marketing

Programme GPA 3.61, Cumulative GPA 3.41

Sagikor Life Inc. Scholarship Awardee

**Central Connecticut State University, USA, Student Exchange Program** January - May 2015

**Antigua State College, Antigua** May 2013

Management (level 1) coursework

### WORK EXPERIENCE

**University of the West Indies Cave Hill Campus** August 2014 - Present

Sport Department, Student Assistant

- Respond to 75 - 100 customer inquiries daily
- Provide administrative support to 15 professionals

**UWI Credit Union** Summer 2013

Marketing Department, Administration Assistant

- Marketed services to existing customers, increasing qualified loan applicants by 10%
- Verified employment and financial data for loan applicants

### LEADERSHIP

**Guild of Students** 2014 - 2016

Welfare Chair (May 2015 - April 2016)

- Planned, organized, and developed event raising \$25,000 for Cancer Society Initiative

**Photac Club** 2013 - 2016

Vice President of Membership (2014 - 2015)

- Increased new member enrolment by over 25% through self-designed marketing plan

### ADDITIONAL INFORMATION

Barbados International Business Association, Student Member 2015 - Present

Smith's Dance Society 2013 - Present

Computer: Microsoft Office, QuickBooks, PC and Mac platforms

Languages: Fluent Spanish, Conversational Mandarin

Interests: Cooking, Cave Hill Sports, Marketing, Swimming

**Jason John**

Arthur Seat, St. Thomas

Tel: (246) 234-5678; Email: [jason.john@mycavehill.uwi.edu](mailto:jason.john@mycavehill.uwi.edu)

Portfolio: [www.jjohndesigns.com](http://www.jjohndesigns.com)

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**EDUCATION**

**University of the West Indies, Cave Hill Campus**, Barbados

May 2016

Faculty of Science and Technology

Master of Science, Computer Science

Emphasis: E-Commerce

SOL Caribbean Scholarship Awardee

**University of the West Indies, St. Augustine Campus**, Trinidad and Tobago

May 2014

Bachelor of Science, Electrical Engineering

**TECHNICAL SKILLS**

**Programming Languages:** C++, C#, Java, VB.NET, Flash, MySQL, PHP, JavaScript

**Applications:** MS Office, MS Visual Studio, VBA, Adobe Dreamweaver

**Operating Systems:** Windows, Linux

**WORK EXPERIENCE**

**Systems Programming Intern**

Summer 2014

Electronic Edge, Dominica

- Evaluated automated information systems and major system applications to determine user feasibility
- Developed and programmed web-based applications using a combination of JQuery and HTML5 to improve web interfaces and increase traffic by 12%
- Tested and implemented security software programs, decreasing department viruses by 60%

**Customer Service Representative**

August 2012 - June 2013

**Days Book Store**, Barbados

- Supported staff projects with a variety of multimedia resources including Flash
- Developed user-friendly web interfaces for three sales assistants using C#

**UWI E-COMMERCE GROUP PROJECT**

Title: UWI Tutor System

The aim of the project was to develop software capable of scheduling student to student tutoring sessions as well as the advertising of used books and other course materials for sale.

- Developed automated listings for products and services using C++
- Programmed in VB.NET to develop a dynamic web page for a start-up e-commerce company.

**Jason John**

Arthur Seat, St. Thomas

Tel: (246) 234-5678; Email: [jason.john@mycavehill.uwi.edu](mailto:jason.john@mycavehill.uwi.edu)

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Portfolio: [www.jjohndesigns.com](http://www.jjohndesigns.com)

**References**

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Name

Job Title

Organisation

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Include two to four including academic or professional referees