

IU Career Connections

What is a Resume?

A resume is a job-hunting tool that can help you get an interview, prepare for an interview, and organize information for a potential employer. Your resume introduces you on paper. It outlines your education and work-related experiences in an easy-to-read, positive manner and is the “ticket” to get you an interview.

Your resume:

- Gives an employer a “**snapshot**” of your education, skills, experience, and accomplishments (ie. your qualifications)
- Is a **guideline** for you to review your qualifications before an interview; during the interview, it focuses the interviewer’s attention on your strongest points and guides the interviewer toward positive things to talk about
- Let’s you **network** with people who can help you in your job search
- **Leaves information about you** with a potential employer to promote future contact
- **Supplements information** when you complete standardized application forms

Resume Tips

- Use perfect grammar, spelling and punctuation.
- Use present tense for current activities and past tense for previous activities.
- Do not use personal pronouns or articles, e.g. “I”, “me”, “their”, or “the”, “a” or “an.”
- Do not repeat yourself.
- Keep your resume to one or two pages.
- **Use key words appropriate to your area: balanced literacy, portfolio assessment, standards based, manipulatives, differentiate instruction, etc.**
- Do not use pre-designed templates in software programs.
- List experiences and activities in reverse chronological order; most recent first.
- **Focus on accomplishments and not just job responsibilities.**
- Should be attractive, concise and easy to read. Use bold or italics for job titles and headings. Be consistent in format.
- Highlight relevant work experience and skills transferable to the classroom.
- Use a legible font style (e.g. Times New Roman, Arial, Georgia, Calibri, Cambria, Garamond) and size 10-12 point font.
- Use white or off-white, high quality resume paper for paper submissions.
- Start every bullet with an action verb followed by the task you performed rather than just listing job responsibilities.
- Do not lie or exaggerate. Be prepared to talk about everything on your resume.

- Have several people review your resume for content, style and to insure it is error free.
- Customize your resume for the employer/position for best results.

IU Career Connections

Resume Content Sections

Heading—Consists of your name, address, phone number, email address, and website (optional).

Objective/Personal Mission Statement (optional)—A concise statement that says the type of position for which you are looking or applying.

Education Experience—List in reverse chronological order (most recent to latest) the name and location of where you received your degree(s), your graduation year (month/year), and your degree earned. You can also choose to include your major and minor. Listing your high school information is not recommended.

Professional Experience—List any experiences and list the dates of your experience. For each experience, list supporting information highlighting what you've done (no fewer than 2 bulleted points). Be sure this information is short and specific for each experience.

Related Experience—Any other job that you have held with the dates of your experience. Again, list supporting information about your experience (no fewer than 2 bulleted points). List in reverse chronological order.

References—List 3-5 professional references (that you are not related to) and their contact information. Be sure to ask for permission before listing them on your resume.

IU Career Connections

Putting Your Words Together to Make Impactful Resume Statements

Once you know what information should be included in your resume and how to arrange it, you are ready to sit down and put the words on paper that will most effectively communicate to an employer what you have to offer. As with any piece of writing, you need to be as concise as possible and your choice of words is extremely important. Pronouns such as “I”, “they” and “he” or “she” are never used, and articles are usually dropped (i.e. “a”, “an”, “the”). This will put the emphasis on your choice of verbs. Where “attended” sounds weak and somewhat vague, “participated actively” sounds dynamic and results-oriented. Watch your use of adjectives and adverbs as well. “Responded promptly to customer inquiries” sounds better than just “responded.”

Below are tips for writing bullet points as well as a list of action verbs to help you make the most appropriate word selections to put some punch in your resume. Use your resume to promote yourself, but be careful not to exaggerate your skills in communications with a future or current employer.

Creating Resume Bullet Points

For each job, it is important to go beyond simply stating what you did in that position. Why was the task important? What was your impact within the district/organization? How did you perform your duties? What skills did you use or develop? What were the outcomes/results?

Use formula “Verb + Context + Results”

Create bullet points that begin with a strong verb, emphasize skills or qualities required in the next job you seek, and conclude with results or gains from the experience.

Action Words

For Resumes and Cover Letters

Achieved	Designed	Launched	Reviewed
Acquired	Detected	Maintained	Revised
Adapted	Developed	Managed	Scheduled
Addressed	Devised	Marketed	Selected
Administered	Discovered	Minimized	Separated
Advised	Doubled	Motivated	Setup
Analyzed	Drafted	Navigated	Simplified
Anticipated	Edited	Negotiated	Sold
Approved	Eliminated	Observed	Solicited
Arbitrated	Endorsed	Obtained	Solved
Assembled	Enforced	Operated	Sorted
Assisted	Entertained	Organized	Staffed
Audited	Established	Originated	Streamlined
Balanced	Evaluated	Oversaw	Structured
Budgeted	Executed	Participated	Supervise
Calculated	Expanded	Performed	Supervised
Centralized	Expedited	Persuaded	Supplied
Changed	Explained	Pinpointed	Supported
Coached	Facilitated	Planned	Surveyed
Collaborated	Finished	Prescribed	Synthesized
Collected	Forecasted	Prevented	Systematized
Communicated	Formed	Processed	Taught
Compared	Formulated	Produced	Tested
Compiled	Fostered	Programmed	Trained
Completed	Founded	Promoted	Translated
Composed	Generated	Proposed	Transmitted
Conceived	Guided	Protected	Transported
Condensed	Handled	Proved	Traveled
Conducted	Hired	Provided	Treated
Conserved	Implemented	Publicized	Used
Constructed	Improved	Published	
Consulted	Increased	Purchased	
Contracted	Influenced	Reacted	
Controlled	Informed	Recommended	
Converted	Inspected	Recorded	
Coordinated	Instituted	Recruited	
Created	Instructed	Reorganized	
Cultivated	Insured	Reported	
Defined	Interpreted	Researched	
Delegated	Interviewed	Resolved	
Delivered	Invented	Restored	
Demonstrated	Investigated	Revamped	

IU Career Connections

Resume Checklist

Use this checklist to double check your resume for errors.

OVERALL:

- ☐ .5 inch to 1 inch margins on top, bottom and sides
- ☐ 10 to 12 point font type—Times New Roman, Arial, Georgia, Calibri, Cambria, Garamond for font style
- ☐ Consistent headings, use of bold and italics, punctuation and spacing
- ☐ Typestyle (font) is consistent and not mixed with another font style
- ☐ Format is easy to read and consistent
- ☐ No errors or misspellings
- ☐ No artwork, fancy type or colored ink (no pictures)

CONTENT:

- ☐ Begin with verb, present tense for now, or past tense (“I” is implied and should not be included)
- ☐ Describe your experience, skills and knowledge related to the job you are applying for
- ☐ Demonstrate proficiency with specific information (does what you write and say make sense)
- ☐ Include details that make you stand out from other applicants (be specific enough that readers can get a picture of what you did)
- ☐ Include professional experiences relevant experiences (jobs), and volunteer/leadership experiences
- ☐ Avoid jargon and abbreviations (exception states) that are not commonly understood