

RESUME GUIDE



VALPARAISO
UNIVERSITY

Career & Alumni
Network

Resume completion:

1. Creating, editing and finalizing your resume may take up to 5 drafts
2. Read this Resume Guide and follow all checklist items
3. After completing your first draft, have the resume reviewed in the Valparaiso University Career and Alumni Network via the Resume Dropbox. If you prefer an appointment, contact the career center at career.center@valpo.edu.

LAYOUT AND FORMAT

- Name font size is minimum 12 and maximum 24
- Body text font size is minimum 10 and maximum 12
- Margins are minimum .5 inch and maximum 1 inch
- Font is easy to read (Times New Roman, Arial)
- Headings, fonts, bullets, margins and subheadings are consistent
- No spelling, punctuation or grammatical errors
- No use of personal pronouns or acronyms
- Fills one page without overcrowding

CONTACT INFORMATION

- Contact information is at top of page
- Include: First and last name, preferred phone number and professional email
- LinkedIn account (preferred if complete)

EDUCATION

- Highest or most recent degree is first
- Full name of university is listed
- City and state of university
- Official name of degree is listed
- Licensure, minor or specialization is listed below degree
- Graduation date includes month and year

WORK EXPERIENCE

- Experience is listed in reverse chronological order
- Full name is listed for each company/employer
- City and state for each company
- Full job title for each position
- Starting and ending dates for each position are listed, including month and year
- Current positions(s) have an ending date as "present"
- Action verbs are used at the beginning of each bullet
- Bullet points describe key accomplishments, emphasize transferable skills and quantify results
- Verb tenses are consistent with the time of employment (i.e. past or present tense)
- Multiple jobs can be listed under one company if applicable

RESUME TIPS

OPTIONAL RESUME ENHANCEMENTS/SECTIONS

The sections below are enhancements for your resume. If you include any of these, the following minimum requirements **must be met** for your resume to fit standard resume format.

OBJECTIVE

- Section title is listed as Objective or a similar category
- Statement is one sentence in length
- Statement clearly outlines career objective, tailored to fit the position you are seeking

HONORS AND AWARDS

- Section title is listed as Honors and Awards, Achievements, Key Accomplishments, or a similar category
- Awards or honors are listed in reverse chronological order
- Full name is listed for each award or honor
- Date of award or honor received includes month and year

SKILLS

- Listed in order of importance and relevance to employers
- Focus on technical skills and abilities. For example, Java, Excel, Python, AutoCad, Fluent in Spanish, etc.

ACTIVITIES

- Experience is listed in reverse chronological order
- For each position/activity: full name, full position title, city and state are provided.
- Start and end dates including month and year
- Current position(s) have an ending date of "present"
- If a description of the activity is listed, describe key accomplishments, emphasize transferable skills, and quantify results
- Verb tenses are consistent with time frame at each organization (i.e. past or present tense)

ADDITIONAL TIPS

- When submitting your resume, submit a PDF file
- Adjust content based on job you are applying for
- Avoid using Canva templates as most employer drop boxes are unable to read the file
- Save a copy of each version of your resume

Want to see a field specific resume? As the Career and Alumni Network if they have an example to share!

RESUME ACTION VERBS

(to use in your bullet points)

CREATIVITY

Brainstormed
Conceptualized
Constructed
Customized
Designed
Developed
Illustrated

Improvised
Invented
Modified
Optimized
Renovated
Shaped
Transformed

PROBLEM SOLVING

Adapted
Anticipated
Defined
Extracted
Finalized
Generated
Refined

Reinforced
Repaired
Restored
Revitalized
Solved
Strengthened
Supplemented

TEACHING

Conducted
Developed
Educated
Encouraged
Explained
Informed
Instructed

Lectured
Mentored
Oriented
Partnered
Persuaded
Trained
Tutored

LEADERSHIP

Attained
Chaired
Delegated
Directed
Executed
Increased
Launched

Managed
Planned
Prioritized
Produced
Restructured
Strategized
Supervised

DATA

Analyzed
Calculated
Collected
Compared
Estimated
Evaluated
Forecasted

Interpreted
Measured
Processed
Projected
Recorded
Summarized
Tracked

COMMUNICATION

Advertised
Advocated
Articulated
Clarified
Corresponded
Discussed
Edited

Lectured
Interacted
Interviewed
Moderated
Presented
Represented
Translated

HELPING

Assisted
Coached
Collaborated
Consulted
Counseled
Cultivated
Expedited

Facilitated
Guided
Influenced
Motivated
Negotiated
Participated
Referred

ORGANIZATIONAL

Arranged
Classified
Collected
Consolidated
Coordinated
Distributed
Executed

Gathered
Merged
Outlined
Planned
Specified
Streamlined
Updated

RESEARCH

Assessed
Discovered
Defined
Examined
Experimented
Extracted
Formulated

Identified
Reported
Reviewed
Surveyed
Tested
Validated
Verified

ACHIEVEMENT

Awarded
Completed
Demonstrated
Displayed
Earned
Exceeded
Expanded

Improved
Nominated
Pioneered
Promoted
Reached
Recognized
Showcased

ADMINISTRATIVE

Administered
Balanced
Composed
Contacted
Documented
Generated
Logged

Ordered
Prepared
Registered
Reviewed
Scheduled
Screened
Submitted

FINANCIAL

Accumulated
Adjusted
Allocated
Audited
Budgeted
Forecasted
Invested

Maximized
Purchased
Quantified
Reconciled
Reduced
Saved
Totaled

First Name Last Name

Phone Number Email Address LinkedIn URL

Education

University of College Name City, State

Graduation: Month Year – Month Year

Degree Name

Minor and Cumulative GPA if 3.0 or over/4.0

Honors: Can be listed here

Work Experience

Company Name City, State

Month Year – Month Year

Position Title

- Use action verb to describe duties and experience
- Use action verb to describe duties and experience

Company Name City, State

Month Year – Month Year

Position Title

- Use action verb to describe duties and experience
- Use action verb to describe duties and experience

Activities

Organization Name City, State

Month Year – Month Year

Position Title

- Use action verb to describe duties and experience

Organization Name City, State

Month Year – Month Year

Position Title

- Use action verb to describe duties and experience

Awards and Honors

- Name of Award/Honor
- Name of Award/Honor

Month Year
Month Year

Skills

- List of skills relevant to position
(software, tech, computer, foreign language)

Victoria Valpo

219.123.4567

victoria.valpo@valpo.edu

LinkedIn URL

Education

Valparaiso University, Valparaiso, IN

Expected May 2022

Bachelor of Arts in Communication, Concentration in Public Relations, Minor in Spanish

GPA 3.52/4.00

Honors: Dean's List 6 out of 8 semesters

Work Experience

The Coffee Bean, Valparaiso, IN

May 2019 - Present

Barista

- Provide prompt, courteous and reliable service with a customer-focused attitude
- Operate cash register functions and handle transaction in an accurate and consistent manner
- Craft specialty beverages following all health, safety and sanitation guidelines

Valparaiso University Integrated Marketing and Communications, Valparaiso, IN

August 2018 – April 2019

Media Relations Intern

- Drafted multiple press releases to be posted on the front page of Valparaiso University's website
- Captured video of 25 campus events to upload on University's YouTube channel
- Developed the social media content for the University Programming Council and increased audience engagement by 27%

Activities

Sunshine Senior Community Center, Columbus, OH

May – August 2020

Volunteer

- Assisted with patient transportation within facility
- Led patient leisure and exercise activities
- Educated and mentored 25 new volunteers in patient handling and sensitivity

Kappa Iota Omicron, Valparaiso University

December 2018 – December 2019

Vice President of Public Relations

- Developed social media branding strategy for Eta Sigma Chapter of Kappa Iota Omicron
- Designed and distributed the annual newsletter for distribution to over 4,000 alumnae
- Chaired a 10-person public relations committee to brainstorm new and improved marketing strategies

Skills

• Conversational Spanish

• Java

• Microsoft Excel

• Photo Editing

• Digital Design

• Python

Honors and Awards

Barista of the Month

May 2020

Greek Woman of the Year

May 2019