



# RESUME GUIDE

Your resume is your first impression for a prospective employer. Your resume is a professional and legal document that demonstrates your qualifications for a position. Your resume's purpose is to **get you an interview**. Employers typically spend less than 30 seconds reviewing your resume so it is crucial that it is well organized, concise, and tailored to the role you are applying for.

---

## Consider:

- **Readability** - Only include the relevant items that will help you get the job/internship you want. Incorporate white space. Keep bullet points 1-2 lines long. All experiences should be in reverse chronological order (most recent to least recent) in each section.
- **Formatting** - Keep your resume to one page (in most cases) using a simple font. Minimum point size is 10 point, but 11 point is easier to read. Use .5 inch to 1 inch margins all the way around. Clearly label headings to guide the reader.
- **Consistency** - Be consistent in the placement of your information. Do not use abbreviations. Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.
- **Organization** - Use formatting choices (bold, italics, underlines, etc.) sparingly to organize information visually.
- **Relevance** - Use your first bullet point to describe your most impactful task/accomplishment, or the experience that is most relevant to the job to which you are applying. Let your content make you “stand out” rather than relying on the format or design. Read the job description thoroughly to select key words to incorporate into your resume.
- **Proofread** - Be sure there are no errors.

Ask yourself... Is your document visually appealing? Does your resume tell your story?  
Would you hire you based on the information presented?

# GETTING STARTED

**Start with a blank document to give you more flexibility and allow you to best utilize the space. Though pre-formatted templates are tempting, they limit your options for functionality and result in a less effective resume.**

## **Resume Sections:**

### *Header*

- Name (16-24 pt font)
- Contact information (10-12 pt font):  
email, phone, city/state
- LinkedIn customized URL
- Portfolio/website (if applicable)

### *Education*

- College name, city/state
- Bachelor of Arts, Major and Minor
- GPA
- Relevant coursework
- Senior thesis or capstone title (if applicable)
- Study abroad (if applicable)

### *Skills or Certifications*

- Computer skills
- Programming or software skills
- Foreign language skills
- Completed relevant certifications with month and year
- Indicated proficiency level

### *Experience*

- Clearly label headings
- Experience includes internship, part-time, full-time, paid, volunteer, temporary, and involvement opportunities
- Include organization name, role name, city/state, and month and year for each experience
- Reverse chronological order
- Use bullets to highlight your accomplishments and responsibilities to highlight transferrable skills
- Begin each statement with a strong action verb
- Quantify where possible with volumes, dollar amounts, and percentages
- 3-5 bullets for each experience

**TIP: Your resume sections should be determined by the job description. Select your most important experiences to highlight first!**

Keep it simple! Use clear section headings. Skip the fancy templates and graphics.

Employers look at your education section first to find out: when is this person available to work?

1

## JOE SMITH

222-222-2222, jsmith@coloradocollege.edu, www.linkedin.com/in/j-smith

### EDUCATION

Colorado College, Colorado Springs, CO

May 2026

Bachelor of Arts, Major: Environmental Science Minor: French Language

GPA: 3.7, Dean's List Fall 2021 – Spring 2023

*Relevant Coursework:* Human Impacts of Biogeochemical Cycles, Environmental Policy, Principles of Macroeconomics, Introduction to Global Climate Change, Environmental Inquiry, Environmental Management

### EXPERIENCE

Admission Ambassador, Colorado College, Colorado Springs, CO

September 2022 - Present

- Lead campus tours three times weekly for prospective students and their families
- Contribute to on-campus admission events for prospective and admitted students by providing tours
- Participate in current student panels and answer student questions exercising oral communication skills

Intern, The Renewable Energy First Foundation, Energy First, Burlington, VT

June - August 2022

- Conducted research on environmental regulators and compliance practices among Northeast partners
- Co-authored three articles on health and corporate social responsibility for the bi-monthly newsletter
- Analyzed research findings and wrote 10 page report on strategy for climate change to offset any negative environmental impacts
- Presented report findings to 15 organization leaders utilizing pivot tables created in Microsoft Excel

Administrative Assistant, Peace and Justice Center, Burlington, VT

June - August 2021

- Developed frequently asked questions handouts for events and the front office
- Answered phones and directed calls appropriately

### LEADERSHIP EXPERIENCE

Vice President for Finance, Mock Trial Colorado College, Colorado Springs, CO

September 2023 - Present

- Managed a budget of \$35,000 and tracked expenses with Microsoft Excel, submitted expenses for approval and reimbursement as needed
- Led team practices, created training material for new members, and planned team retreat once each semester
- Participated in simulation of trial experience for a better understanding of United States judicial system, trial advocacy, and a study of the legal system's rules of evidence
- Coordinated travel logistics and communicated with the team regarding schedules

Member, Sophomore Class Committee Colorado College, Colorado Springs, CO

September - June 2023

- Served as a liaison between all sophomore class students and Colorado College administration
- Assessed student interests, gathered feedback on offered services, and reported findings to the class president
- Organized social events and managed tight event budget allocations
- Created the design of class shirts and facilitated the ordering and distribution of over 100 shirts

### YOUNTEER WORK

Lead Volunteer, Rocky Mountain Field Institute, Colorado Springs, CO

November 2022 - Present

- Provided administrative support to the leadership team during volunteer events and managed volunteer schedule
- Contributed to the conservation of ecological health and water resources of public lands
- Led volunteer initiatives for Earth Day and promoted opportunities to the Colorado Springs community

Volunteer, Zach's Place, Colorado Springs, CO

September 2023 - June 2023

- Organized and disinfected toys and games at the childcare center once a week
- Taught two craft classes during the month of December
- Passed out flyers at the Pikes Peak Farmer's Market every other week

### COMPUTER AND LANGUAGE SKILLS

Fluent in English and Spanish, conversational proficiency French

Intermediate proficiency in Microsoft Word, Excel, PowerPoint; working proficiency of STELLA (modeling software)

2

Put your most recent experience first.

Recruiters prefer the traditional reverse chronological format.

3

List out your accomplishments in easy to skim bullets and not paragraphs. Start each bullet with a strong action verb.

4

5

6

Whenever possible, add numbers and results to your bullet points to show the impact you had in each experience.

7

Skills should be hard skills and languages.

One section on your resume could be volunteer work. Other examples could include research, certifications, awards, projects, extracurricular, publications, etc.

# RESUME BULLET POINTS

Your resume bullet points are more than a list of tasks and responsibilities. They are your opportunity to showcase your accomplishments, impact, and skills! Build your resume bullets by following the framework below.

## Bullet point checklist:

- Start your bullet point with a strong action verb
- Be specific (talked to customers vs. communicated with customers about their dietary needs)
- Quantify your impact using numbers and metrics (created many worksheets vs. created 25 worksheets)
- Correct tense (past/present)
- 1-2 lines long per bullet

Action Verb    **+**    Task or Project    **+**    Metric, Result, or Additional Info

---

Tutored                      10 students in chemistry each week                      and assessed each student's needs in order to structure sessions appropriately.

Created                      the consulting club website                      to attract new club members and have resources and worksheets available online.

Researched                      microplastics within drinking water                      and prepared a 20-page report to present to the Colorado Springs Utility Company.

**TIP: Use action verbs from the job description to ensure you show transferrable skills in the words of the employer!**

# ACTION VERBS

## Communication Skills

addressed	corresponded	influenced	motivated	raised	shared
answered	corroborated	inspired	negotiated	reconciled	solicited
arbitrated	developed	interacted	nominated	recruited	spoke
arranged	directed	interpreted	participated	reinforced	stressed
assured	drafted	justified	perceived	related	supported
authored	earned	keynoted	persuaded	reported	sustained
briefed	edited	lectured	posted	resolved	taught
broadened	empowered	listened	practiced	responded	translated
collaborated	enlisted	mediated	presented	restored	tutored
composed	focused	mentored	promoted	revamped	understood
consulted	formulated	modeled	proposed	revealed	unified
cooperated	included	moderated	publicized	revised	wrote

## Management and Leadership Skills

accelerated	commanded	ensured	installed	placed	revitalized
accomplished	concluded	evaluated	intensified	planned	revised
accounted	conducted	executed	interacted	preserved	revived
achieved	consolidated	exercised	instituted	presided	scheduled
acquired	contracted	expanded	invested	prioritized	secured
adjusted	controlled	foresaw	involved	procured	selected
administered	coordinated	formalized	launched	produced	sparked
advanced	decided	formed	led	progressed	streamlined
analyzed	delegated	governed	managed	proposed	strengthened
appointed	designed	grouped	maximized	proved	structured
approved	determined	handled	mentored	recognized	succeeded
assigned	developed	headed	mobilized	recommended	supervised
assured	directed	held	modeled	reduced	supported
attained	effected	hired	modified	reorganized	surpassed
authorized	eliminated	improved	obtained	reported	sustained
awarded	employed	improvised	ordered	resolved	synchronized
briefed	empowered	included	organized	restored	transferred
chaired	enacted	increased	overhauled	restructured	transformed
channeled	enforced	initiated	oversaw	revamped	unified
collaborated	enhanced	innovated	persisted	reviewed	ventured

## Research Skills

addressed	corresponded	influenced	motivated	raised	revised
answered	corroborated	inspired	negotiated	reconciled	shared
arbitrated	developed	interacted	nominated	recruited	stressed
arranged	directed	interpreted	participated	reinforced	studied
assured	drafted	justified	perceived	related	supported
authored	earned	keynoted	persuaded	reported	sustained
briefed	edited	lectured	posted	resolved	taught
broadened	empowered	listened	practiced	responded	translated
collaborated	enlisted	mediated	presented	restored	tutored
composed	focused	mentored	promoted	revamped	understood
consulted	formulated	modeled	proposed	revealed	unified
cooperated	included	moderated	publicized	reviewed	wrote

## Clerical & Detail Skills

approved	condensed	generated	obtained	pursued	submitted
arranged	correlated	grouped	operated	recorded	structured
catalogued	detailed	helped	organized	reduced	synchronized
certified	diagrammed	implemented	perfected	registered	systematized
checked	dispatched	inspected	pinpointed	restructured	tabulated
classified	executed	installed	placed	resumed	transformed
collected	financed	modified	prepared	retrieved	updated
compiled	focused	monitored	processed	screened	validated
completed	formed	narrowed	purchase	specified	verified

## Teaching & Helping Skills

accompanied	cooperated	educated	handled	motivated	serviced
adapted	coordinated	effected	included	nominated	set goals
advised	corroborated	enabled	informed	participated	sponsored
applied	counseled	encouraged	initiated	persuaded	stimulated
assessed	demonstrated	evaluated	instructed	presented	supported
assisted	developed	expedited	interacted	prompted	taught
assured	devoted	explained	located	provided	trained
clarified	diagnosed	facilitated	mapped	referred	tutored
coached	diagrammed	familiarized	mastered	rehabilitated	understood
communicated	discharged	graded	mentored	represented	validated
contributed	discussed	guided	modeled	served	volunteered

## Technical Skills

adapted	critiqued	engineered	installed	observed	recognized
acquired	debugged	evaluated	interpreted	operated	revealed
assembled	derived	examined	investigated	organized	searched
broadened	detected	explored	learned	perceived	studied
coded	determined	extracted	lived	pinpointed	summarized
conducted	diagnosed	identified	located	pioneered	surveyed
constructed	discovered	induced	mapped	predicted	systematized
converted	discriminated	inspected	maintained	programmed	tested

## Financial Skills

adjusted	budgeted	corrected	foresaw	procured	regulated
accelerated	calculated	correlated	handled	profited	retrieved
allocated	certified	detailed	invested	projected	reported
analyzed	checked	developed	managed	raised	researched
appraised	compiled	earned	marketed	realized	secured
assessed	computed	endowed	merchandized	reconciled	streamlined
audited	conserved	financed	merited	recognized	transferred
balanced	converted	forecasted	planned	reduced	verified

## Creative Skills

acted	developed	explored	innovated	modified	revised
composed	directed	fashioned	inspired	originated	revitalized
conceived	discovered	featured	instituted	pioneered	revived
conceptualized	displayed	founded	integrated	planned	shaped
customized	entertained	illustrated	introduced	performed	sparked
created	established	improvised	invented	presented	ventured
designed	expanded	initiated	modeled	revamped	won

## Ask yourself these questions as you write your bullet points:

WHAT: What were your most significant responsibilities and accomplishments?

HOW: How did you do them?

WHY: Why was the task important?

WHEN: When or how frequently did you do it?

WHO: Who did you interact with?

IMPACT: How did you impact the organization?

# RESUME CHECKLIST

Compare your resume to this checklist to ensure that it meets the criteria for a winning resume. This checklist is a great starting point as you draft, but there may be slight variations in different industries. Consult with the Career Center and industry resources to ensure you are meeting the employer's expectations.

## **Readability**

- Tailored to a specific position or industry and only includes experience will help you get the job/internship you want
- White space is incorporated throughout the document and it is not too dense with text
- Bullet point statements are no longer than two lines
- Experiences are in reverse chronological order (beginning with the most recent position and continue to the oldest by end date) within each section

## **Formatting**

- Your resume is one page (in most cases)
- Text is in a simple font such as Times New Roman, Arial, and Calibri
- Body text is a minimum of 10 pt size
- The margins are a minimum of .5 inches on all four sides of the page
- Headings are clearly labeled to guide the reader to what they will find within each section
- Bullets, line spacing, date formats, and punctuation are consistent throughout
- The use of bold, italics, underlines, and other visual formatting are used sparingly to organize information visually

## **Heading (Your Contact Information)**

- Your name stands out and is 16-24 pt font and your contact information is 10-12 pt font
- Your full address or only City, State is at the top
- Phone number is in one of these formats only: (123) 456-7890, 123-456-7890, 123.456.7890
- One professional email address is included
- Customized URL of your LinkedIn profile (customized on LinkedIn under "edit public profile & URL") is included
- Optional: URL of your personal website or online portfolio

## **Education**

- Education is your first section below your heading
- Your college's name with city and state after the institution name
- Name of your degree is spelled out (i.e., "Bachelor of Arts", not "B.A.") along with major and minor
- The month and year of your graduation are next to your college name (i.e., "May 20xx")
- Optional: Your GPA or Major GPA (and specified as such if included) especially if it is 3.0 or higher
- Optional: Senior thesis or capstone
- Optional: Other relevant educational content such as relevant coursework, honors, scholarships, grants, fellowships, awards, and study abroad
- Optional: High school (only if relevant to the role and employer)

## **Optional: Skills and Certifications**

- Computer, software programs, or programming skills (and proficiency level)
- Language skills (and your proficiency)
- Skills or certifications required for the role