

COLLEGE OF EDUCATION & HUMAN ECOLOGY

RESUME GUIDE

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Resume Tip

Make sure your name, email, address, phone number, street address, and links to an online portfolio are easy for an employer to locate on your resume.



THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

EHE Career Services

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Phone: 614-688-5663

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What is a Resume?

Your resume is a personal marketing tool which **highlights** your **skills and experiences**.

In a resume you want to summarize your **education, employment experiences, qualifications, and skills** you possess to provide an employer with an overview of who you. It is important for your resume to be concise and easy-to-read so that an employer can identify your skills and characteristics as an applicant.

It is crucial to describe in detail your experiences and involvement. A common mistake people make when creating resumes is they forget to include numbers and statistics when describing their experiences and accomplishments. **Numbers and statistics** offer employers insight into your responsibilities and demonstrates important work-related skills gained through each experience.

To capture the eye of an employer use **capitals, underlining, and spacing** to emphasize important titles of experiences within your resume. Remember to have consistent formatting throughout your resume to create a professional brand and image.

Make sure your resume is **accurate** and **up-to-date** with your **current contact information** and **experiences**. When printing off your resume use white, cream, ivory, or light grey resume paper. Remember to remove the hyperlink from your email address, and convert your resume to .pdf, .jpg, or .png file so when an employer downloads your resume the formatting is consistent.

The Power of Action Verbs

Action words enable the employer to understand what skills and talents you have to offer as an applicant. When constructing your bullet points begin each phrase with an action verb, followed by a short description of your responsibilities and accomplishments. Make sure to avoid the use of personal pronouns in your resume. Check out the list of action words on page 2.



Action Words

Leadership	Leadership	Communication	Research Skills	Teaching Skills	International Education Skills	Creative Skills	Organizational/Detail Skills
Administered	Reviewed	Judged	Gathered	Adapted	Cultural Sensitive	Introduced	Catalogued
Appointed	Scheduled	Lectured	Identified	Advised	Determined	Invented	Charted
Approved	Secured	Listened	Inspected	Clarified	Developed	Modeled	Classified
Assigned	Selected	Marketed	Interpreted	Coached	Estimated	Modified	Coded
Attained	Streamlined	Mediated	Interviewed	Communicated	Flexible	Originated	Collected
Authorized	Strengthened	Moderated	Invented	Conducted	Forecasted	Performed	Compiled
Chaired	Supervised	Negotiated	Investigated	Coordinated	Managed	Photographed	Corrected
Considered	Terminated	Negotiated	Located	Critiqued	Marketed	Planned	Corrected
Consolidated	Communication	Observed	Measured	Developed	Measured	Revised	Distributed
Contracted	Addressed	Outlined	Organized	Enabled	Planned	Shaped	Filed
Controlled	Advertised	Participated	Researched	Encouraged	Prepared	Solved	Generated
Converted	Arbitrated	Persuaded	Reviewed	Evaluated	Programmed	Helping Skills	Implemented
Coordinated	Arranged	Presented	Searched	Explained	Projected	Advocated	Incorporated
Decided	Articulated	Promoted	Solved	Focused	Open	Aided	Inspected
Delegated	Authored	Proposed	Summarized	Guided	Reconciled	Answered	Monitored
Developed	Clarified	Publicized	Surveyed	Individualized	Reduced	Arranged	Operated
Directed	Collaborated	Reconciled	Systematized	Informed	Researched	Assessed	Ordered
Eliminated	Communicated	Recruited	Tested	Instilled	Retrieved	Assisted	Organized
Emphasized	Condensed	Reported	Technical Skills	Instructed	Tolerant	Cared For	Prepared
Enforced	Conferred	Resolved	Adapted	Persuaded	Taught	Clarified	Processed
Enhanced	Consulted	Responded	Applied	Set Goals	Tested	Collaborated	Registered
Established	Contracted	Solicited	Assembled	Simulated	Trained	Contributed	Reviewed
Executed	Conveyed	Specified	Built	Taught	Transmitted	Counseled	Routed
Handled	Convinced	Spoke	Calculated	Tested	Tutored	Demonstrated	Scheduled
Headed	Corresponded	Suggested	Computed	Trained	Tutored	Diagnosed	Set-Up
Hired	Debated	Summarized	Conserved	Transmitted	Creative Skills	Encouraged	Submitted
Hosted	Defined	Synthesized	Constructed	Tutored	Acted	Ensured	Standardized
Improved	Described	Translated	Converted	International Education Skills	Adapted	Expedited	Systematized
Incorporated	Developed	Wrote	Debugged	Adaptable	Composed	Facilitated	Updated
Increased	Directed	Research Skills	Designed	Adjusted	Conceptualized	Furthered	Validated
Instituted	Discussed	Analyzed	Determined	Administered	Created	Guided	Accomplishment Verbs
Led	Drafted	Clarified	Developed	Allocated	Customized	Helped	Achieved
Managed	Edited	Collected	Engineered	Analyzed	Designed	Insured	Completed
Merged	Elicited	Compared	Fabricated	Appraised	Developed	Intervened	Exceeded
Motivated	Enlisted	Conducted	Installed	Assessed	Directed	Motivated	Pioneered
Organized	Explained	Critiqued	Maintained	Audited	Displayed	Provided	Resolved
Overhauled	Expressed	Detected	Operated	Balanced	Entertained	Referred	Restored
Oversaw	Furnished	Determined	Overhauled	Budgeted	Established	Rehabilitated	Restored
Planned	Incorporated	Diagnosed	Printed	Bilingual	Fashioned	Represented	Succeeded
Presided	Influenced	Evaluated	Programmed	Broadened	Formulated	Supplied	Surpassed
Prioritized	Interacted	Examined	Regulated	Calculated	Founded	Supported	
Recommended	Interpreted	Experimented	Remodeled	Computed	Illustrated	Organizational/Detail Skills	
Reorganized	Interviewed	Explored	Repaired	Conserved	Initiated	Arranged	
Replaced	Involved	Extracted	Replaced	Corrected	Instituted	Approved	
Restored	Joined	Formulated	Restored		Integrated		

Resume Check List

Feel like your resume might be missing something?
Below is a list of details to include in your resume.

STYLE

- Arial, Calibri, or Times New Roman font
- Eleven or twelve point font size
- Even margins and aligned bullet points
- Resume printed on white or ivory paper with black type

FORMAT

- Descriptive section headings
- Reverse chronological order within each resume section
- Consistent content placement and features
- Bulleted phrases which begin with an action word

CONTENT

- Eliminate vague phrases such as *responsible for*, *duties include*, *numerous*, or *various*
- Reference job specific terminology and technologies to demonstrate industry knowledge
- Include leadership, research, and service to show engagement outside of class
- Tell one unique activity or exceptional accomplishment for each experience to set your story apart
- Post data, reasons, and outcomes to highlight results
- Proofread for grammar, punctuation, spelling and appropriate verb tense

MAKE IT COUNT

On average, an employer spends approximately six to ten seconds reviewing a resume. To highlight your information, incorporate the use of bold and italic fonts along with utilizing page spacing to attract the attention of employers to your skills and experiences.

CUSTOMIZE IS KEY

Remember a resume is a **customized document** that needs to be tailored for each job application. You must answer the reader's most important question, "Why should I hire you to be part of my company and/or organization?"

CRITIQUE CHECKLIST

Once you have reviewed the checklist, double check your work using the Resume Critique Checklist.

Resume Critique Checklist

College of Education & Human Ecology - Career Services

	Content	Formatting		
Heading	<ul style="list-style-type: none"> <input type="checkbox"/> Missing contact information: <input type="checkbox"/> email <input type="checkbox"/> phone <input type="checkbox"/> mailing address. Include 3 ways an employer can contact you. <input type="checkbox"/> Email address is NOT professional. Use an email address you check often. Make sure it is free of slang or profanity and is easily associated with you. (johndoe@abc.com or doe.jane@xyz.com) 	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid large/distracting heading elements (lines, bars, graphics, etc.) Your name should dominate the heading. 		
Career/Job Objective	<ul style="list-style-type: none"> <input type="checkbox"/> OPTIONAL: Introductory statement is vague or unclear. A good statement demonstrates clear employment goals that show you are a strong match for the position. 	<ul style="list-style-type: none"> <input type="checkbox"/> There is no introductory section. It is important that you research your industry to see what types of introductory statements other professionals are using on their document. (ex: objective statement, summary of qualifications, career highlights, professional summary, etc.) 		
Education	<ul style="list-style-type: none"> <input type="checkbox"/> Write out the official title of your degree you are receiving (ex: Bachelor of Science, Master of Arts). <input type="checkbox"/> Omit listing related/relevant coursework. Recruiters know the coursework involved with standard degrees; therefore listing this information may only take up space. <input type="checkbox"/> GPA. Specify whether you are listing cumulative or major GPA (listing either or both is fine; preferably 3.0 or higher) 	<ul style="list-style-type: none"> <input type="checkbox"/> List in reverse chronological order. Start with the most recent degree and work backward. <input type="checkbox"/> List Education before Experience. Your degree is your most recent accomplishment and is a big selling point; you want it to be front and center. 		
Core Competencies	<p>Where are these transferable core competencies reflected in your document? Check all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communication: The ability to write, speak, and listen well to others. <input type="checkbox"/> Teamwork/Collaboration: The ability to work together and effectively use the strengths of each individual to meet a common goal. <input type="checkbox"/> Decision Making (Leadership): The ability to recognize, understand, and define problems and effectively choose between different options to implement change. <input type="checkbox"/> Problem Solving/Analytical Skills: The ability to evaluate and understand options and the effects of decisions. <input type="checkbox"/> Innovation and Creativity/Initiative: The ability to develop new ideas or methods to complete tasks/projects. <input type="checkbox"/> Technical Knowledge: The ability to use common applications and technical software specific to career. <input type="checkbox"/> Organization: The ability to effectively plan the work of a group and to provide structure to a project so that goals are clear & understood. <input type="checkbox"/> Influence: The ability to motivate, convince, or persuade a group to do something. <input type="checkbox"/> Global Issues/Cultural Competence: The ability to stand back from yourself and become aware of cultural values, beliefs, and perceptions and how they are relevant to global issues and interact effectively. 	Where did you develop these skills? (Work Experience, Internship, Co-curricular Involvement, Volunteer, Study Abroad, Classroom Projects, etc.)	Give specific examples of this skill/quality.	How would you write this on your resume?
	<p><i>Try to incorporate these skills into the bulleted statements on your resume. Regardless of your major or work experience, these are skills that employers are looking for in a new hire.</i></p>			
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Action verbs should be used to begin each bulleted accomplishment statement/job duty. <ul style="list-style-type: none"> <input type="checkbox"/> Avoid using statements such as "duties included" or "responsible for." <input type="checkbox"/> Use present tense verbs for current jobs and past tense verbs for previous jobs. <input type="checkbox"/> <u>Avoid repeating action verbs.</u> <input type="checkbox"/> Expand on your accomplishment statements/job duties to include the 5 w's: who, what, when, where, and why. Whenever possible, try to quantify information by adding numbers, percentages, etc. as this is a great way to provide that extra bit of detail to employers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Consistency in entries. Each entry should have the same format and information provided. Your document is missing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Job/Position Title <input type="checkbox"/> Dates of employment/involvement (month & year) <input type="checkbox"/> Company/Organization Name <input type="checkbox"/> Location (city & state) <input type="checkbox"/> 3-5 bulleted accomplishment statements/job duties <input type="checkbox"/> Bullet points were not used. Bullet points aid in the readability and flow of your resume. <input type="checkbox"/> Periods should not be used at the end of bulleted statements. <input type="checkbox"/> Dates should be aligned on the right-hand side of the page. They are less important than other experience information. <input type="checkbox"/> Volunteerism: Indicate the company name, location and number of hours volunteered. <input type="checkbox"/> Honors/Awards: list scholarships, Dean's List, President's Honor Roll, etc. 		
Co-Curricular Involvement	<ul style="list-style-type: none"> <input type="checkbox"/> Highlight honors, co-curricular involvement and/or volunteerism. No need to state "member of" in front of organization name. Include leadership positions. 			
Formatting	<ul style="list-style-type: none"> <input type="checkbox"/> Avoid using a resume template. Many employers share that they are over-used and show lack of creativity. <input type="checkbox"/> Resume is not constant in style and/or formatting. For example, the use of font size/style, upper and lower case letters, bullets vs. narrative format, and section layout. <input type="checkbox"/> Reduce or expand to produce a <i>concise</i> document that sells you best. (Length depends on quality and quantity of experiences and accomplishments) <input type="checkbox"/> Spell out acronyms to keep your resume looking formal. (ex: The Ohio State University (OSU)) <input type="checkbox"/> Omit all high school information by your sophomore year of college. From this point on, your resume should focus on accomplishments at the college level and beyond. <input type="checkbox"/> Omit references and/or the unnecessary phrase "references available upon request." Provide on a separate page by request only. <input type="checkbox"/> Omit information that could cause someone to discriminate against you. (ex: pictures, religious/political affiliations, marital status, etc.) <input type="checkbox"/> Spelling and grammatical errors are present. Professional documents can be discarded for just one mistake, make yours error free! <input type="checkbox"/> Avoid using personal pronouns such as I, me, my, and mine. 			

**Adapted from Stephen F. Austin University-Career Services

Samuel Student

1234 Sunnydale Lane · Columbus, OH 43210
(614) 555-1234 · student.999@buckeyemail.osu.edu

Objective

To obtain a research or sales position in the nutritional supplements industry.

Education

- | | |
|---|-----------|
| The Ohio State University , Columbus, OH | June 2013 |
| • Bachelor of Science. Major: Nutrition | |
| Otterbein College , Westerville, OH | 2009-2010 |
| • Major: Life Science. Minor: Psychology | |

Nutrition and Research Experience

Café Supervisor

August 2012-present

Raisin Rack Natural Food Market, Columbus, OH

- Ensure quality and nutritious food is served to valuable customers
- Respond to customer inquiries about food items to meet dietary, nutrition, or organic interests
- Train new employees to safely operate food production equipment, provide good customer service, and manage monetary transactions

American Indian Science & Engineering Society Intern

Summer 2012

Capacity Building Branch, Division of HIV/AIDS Prevention, Centers for Disease Control and Prevention, Atlanta, GA

- Helped to plan and initiate the first annual National American Indian HIV/AIDS Awareness Day campaign
- Conducted interviews, participated in conference calls, researched effective methods, organized committees, and gave presentations
- Presented outcomes at the Native Peoples of North America HIV/AIDS conference in Anchorage, AK as a result of comprehensive research

Activities

Phi Upsilon Omicron Honorary Society Member

College of Education and Human Ecology, The Ohio State University May 2011- June 2013

Skills

Computer – Internet/web research, typing/data entry (60 WPM), Microsoft Office, Advanced Excel
Language – Spanish at intermediate level

Alice Anyone

Campus Address

1234 River Run Dr
Columbus, OH 43210
(614)555-5555

Permanent Address

5678 My Street
Hometown, CA 44444
aanyone@hotmail.com

Summary

Experienced childcare provider, coach, and athlete with a history of community service; able to apply organizational and communication skills to manage the Lido YMCA youth program.

Education

The Ohio State University

Bachelor of Human Ecology in Human Development and Family Science

Columbus, OH

Expected June 2014

Youth Services Experience

Franklin County Board of MRDD

Intern

Columbus, OH

August 2013 - December 2013

- Plan and implement curriculum for two classes of 12-16 transitional preschool students with MRDD qualifications

Wonder Family

Childcare Provider and Tutor

Columbus, OH

August 2012 – June 2013

- Provide after school childcare and individualized lessons to support a young boy's social development and academic success

Magnificat Field Hockey and Camp

Counselor, Co-Director

Hometown, OH

Summers 2011- 2013

- Introduce large groups of children, ages 3-14, to field hockey and lacrosse
- Coordinate intra-league tournaments and for over 100 campers so they may apply acquired skills
- Manage the camp store which earned enough to fund 10 camper scholarships

The Bowman School

Teacher Aid

Big City, OH

Winter 2011

- Facilitate story time in a an urban classroom to encourage an appreciation for books
- Learn successful strategies to establish order and structure in the inner-city classroom
- Develop an awareness of the social issues of poverty that effect children's learning

Always Summer Country Club

Swim Coach

Hometown, OH

Summer 2010

- Coach and manage practices and competitions for a swim team of eight-year-olds

Additional Skills

Foreign Languages: intermediate level Spanish and basic American Sign Language
CPR and First Aid certified

Distinctions

Ohio State Club Lacrosse, 2-year Captain

2010 - 2014

Ohio Student Education Association, Membership Chairperson

2011 - 2014

Walter Worker

300 Holiday Lane, Westerville, OH 43301
Worker.10@buckeyemail.osu.edu (614) 555-1234

Education

June 2012 THE OHIO STATE UNIVERSITY Columbus, OH
Bachelor of Science in Exercise Science

Exercise Experience

Sep 2011-Jun 2012 THE OHIO STATE UNIVERSITY MEDICAL CENTER Columbus, OH
Intern

- Evaluated 24 obese youth for risk factors related to diabetes, hypertension, and other physical problems.
- Established personalized exercise programs and monitored clients' weight loss progress so they may develop healthy lifestyle habits.

Aug 2010-June 2011 BOYS AND GIRLS CLUB Columbus, OH

After School Activities Counselor

- Provided after-school activities for 30 middle school children, with themes such as "Healthy Snacking" and "Not a Jock/Not a Problem."
- Developed children's community pride through a service project.
- Responded to parents' concerns regarding their children's experiences.

Jun2010-Aug 2010 HAPPY CHILDREN'S SUMMER FUN CAMP Blue Mountain, KY

Camp Counselor

- Designed and led fitness fun exercise programs for children aged 7-12.
- Instructed injured children how to exercise appropriately to avoid injury.
- Assisted children with emotional concerns to provide a positive away from home experience.

Oct 2010-Jun 2010 GENERAL HOSPITAL Columbus, OH

Volunteer

- Assisted therapists with treating physical injuries to learn clinical techniques.
- Observed testing and evaluation of patients.
- Engaged in recreational activities with children recovering from surgery.

Retail Experience

Jun 2011-Present THE LIMITED Dublin, OH

Assistant Manager

- Supervised a staff of twelve associates which consistently met sales goals.
- Assisted with receipts and orders to ensure a positive check out experience.
- Arranged work schedules for employees with an awareness for traffic flows.

Mar 2009-June 2010 **Salesperson**

- Facilitated customers' shopping, purchases, and exchanges.
- Designed weekly merchandise displays to comply with corporate standards.

Elizabeth A. Student

123 East Main Street, Columbus, OH 43210

eastudent@gmail.com

614-555-7516

SUMMARY

Licensed as a teacher of French and Spanish, with experience living and learning abroad, I am able to teach foreign languages with pedagogical and applied perspective in the Livonia Public Schools.

EDUCATION**Master of Education in French and Spanish**

June 2013

The Ohio State University, Columbus, Ohio

Licensure: K-12 French and Spanish

June 2013

Bachelor of Arts in French and Spanish

June 2012

Syracuse University, Syracuse, New York

Summer Session Abroad

May-August 2011

University of Dijon, Dijon, France

TEACHING EXPERIENCE**Student Teacher**, Urban Valley High School, Urban Valley, Ohio

January-April 2013

- Assume full responsibility for two French I classes, one French II class and two Spanish I classes
- Advise French Club and Spanish Club which established a volunteer ESL tutoring program
- Integrate a cooking project to explore cuisine of French and Spanish speaking countries

Field Experience Participant, Best Ever Middle School, Columbus, Ohio

November-December 2012

- Develop long range unit and lesson planning skills for beginning French and Spanish classes
- Assist with annual Spanish bazaar providing students with the opportunity to acquire items representing Spanish culture
- Aid the teacher in general classroom activities such as setting up instructional technology, monitoring group work, and assisting with individual verbal skills

Field Experience Participant, Holiday Middle School, Holiday, Ohio

August-October 2012

- Observe classroom management and teaching techniques in Spanish and French classes
- Tutor five students in introductory French allowing them to advance to intermediate level
- Supervise Spanish Club's design of hallway display for Parent Open House

Tutor, Syracuse University, Syracuse, New York

January-June 2012

- Assist Japanese students with English conversation and grammar
- Apply role playing and group share to help students acclimate to American culture

Camp Counselor and Instructor, Camp of the Future, Roanoke, Virginia

June-August 2010, 2011

- Teach beginning Spanish and canoeing at residential summer camp
- Organize Multicultural Festival for campers to explore art and music from around the world

RELATED EXPERIENCE

- Café François, Westerville, Ohio Waitress

January-June 2011 2010-2012

- Alliance François, Columbus, Ohio, Membership Chairperson, Conversation Partner

Annabel T. Student

atstudent@gmail.com

123 East Main Street, Columbus, OH 43210

614-555-7516

EDUCATION**Bachelor of Science: Fashion and Retail Studies**

Expected December 2015

The Ohio State University, Columbus, Ohio

Study Abroad

June 2013

Retail and Retail Sourcing in Asia, Japan and Korea

RETAIL EXPERIENCE**Lead Sales Associate**, Express, Columbus, Ohio

September 2013-Present

- Promoted to key-holder within three months due to demonstrated dependability and leadership
- Provide exceptional customer service through strong product knowledge and attentive communication
- Comply with Express standards for floor sets, inventor sizing, and store appearance
- Process sales with accuracy and appreciation for a pleasant cash wrap experience

Campus Marketing Intern, Limited Brands/Pink, Columbus, Ohio

January -June 2013

- Assist with the planning and execution of the Back to School tours at college campuses
- Retrieve the collection of samples for placement in marketing visuals so the products matched the targeted promotion
- Coordinate media requests for interviews, images, and information to support wide press coverage
- Collaborate with brand training team to assess trends and ensure campus representatives are prepared to communicate the Pink message

Brand Representative, Abercrombie & Fitch, New Albany, Ohio

June-July2012

- Arrange floor sets which serve as models to facilitate consistent branding across all stores
- Work with a team to adjust, strike, and reset visual displays in a quick and efficient manner

RESIDENT LIFE EXPERIENCE**Residence Hall Office Assistant**, Ohio State University, Columbus, Ohio

September 2011-June 2012

- Greet residents and visitors and provide answers to inquiries about hall services and programs
- Inventory and distribute keys and packages, ensuring proper security procedures were met
- Receive service requests and alert hall management of urgent facility concerns
- Answer the telephone and direct calls to the appropriate resources

LEADERSHIP EXPERIENCE**Co-Founder, Trendsetters**, Ohio State University, Columbus Ohio

September 2012-Present

- Partner with three peers to establish a fashion student organization at The Ohio State University
- Arrange for industry guest speakers to present information about careers in the fashion industry so members might explore career options
- Catalogue and research a collection of 20th century bridal fashions for a retrospective fashion show

Certifications

*America Red Cross CPR and Advanced First Aid
Criminal Background Check*