

Resume Writing



Career Services

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www.umsl.edu/depts/career

What is a resume?



⌘ A resume is like a commercial it lets employers know about your best qualities

- ☑ The type of job you are seeking

- ☑ Education

- ☑ Skills

- ☑ Accomplishments

- ☑ Experience

What is in a resume?



⌘ Identification

- ☑ Your name, address, phone number, and email address

⌘ Objective

- ☑ Indicate the type of job you would like to apply for

⌘ Education

- ☑ Name of school, what you are studying, graduation date, and GPA



⌘ Honors

- ☑ Awards and scholarships

⌘ Experience

- ☑ Paid or unpaid jobs show the employer that you have the skills needed to perform the job you are interested in. List your experience in reverse chronological order—start with your most recent experience and work backwards.

Remember to use action verbs to describe your duties and accomplishments!



⌘ Activities

- ☑ Clubs, volunteer experience, sports . . . things that show community involvement and leadership skills.

⌘ Skills

- ☑ Things you can do that makes you special—using the computer, speaking a foreign language, etc. The skills you list will change depending on the type of job you want.

Some Examples of Action Verbs



⌘ Accomplished

⌘ Analyzed

⌘ Achieved

⌘ Coordinated

⌘ Contributed

⌘ Delegated

⌘ Designed

⌘ Devised

⌘ Enhanced

⌘ Established

⌘ Formulated

⌘ Generated

⌘ Implemented

⌘ Supervised


⌘ Trained

⌘ Researched

A few things to remember...



- ⌘ There is really **no ONE right way** to write a resume—everyone is unique. There is room to “be yourself.”
- ⌘ **Proofread** your resume very carefully for grammar, punctuation, and spelling. You do not want ANY mistakes in your resume. Have someone review your resume for mistakes and use spell check!
- ⌘ Get **feedback** from other people. Make sure that your resume looks good, is easy to understand, and says what you want it to say!



⌘ A Career Services Specialist will be happy to critique your resume. Contact Career Services at 516-5111 to schedule an appointment.