

RESUME WRITING 101

Tailor each resume to its audience

ABOUT

A resume presents your experience, skills, and education tailored to a specific position.

MAKE YOUR RESUME STAND OUT

- Tailor your resume for each position you apply to
- Include keywords and skills from the job posting
- Emphasize results and achievements

WRITING STRONG BULLET POINTS

Avoid generic phrases like "responsible for" or "duties included"

Instead, use this formula: **Action Word + Task + Purpose/Outcome**

**ACTION
WORD**

+

TASK

+

**PURPOSE/
OUTCOME**

Example:

Organized 10+ campus events each semester to **increase student engagement and club participation by 30%**.

RESUME COMPONENTS

Heading

- Full name (large font)
- Phone number and email address
- Optional: LinkedIn URL or online portfolio (if up to date)

Education

- Degree, major, and expected graduation date (Month Year)
- Institution, city, state – Concordia University Irvine | Irvine, CA
- Optional: GPA (if 3.8 or higher), relevant coursework, study abroad

Experience

- Job title, organization, city/state, and dates (Month Year – Month Year)
- Use bullet points to highlight accomplishments—not just duties
- Include internships, volunteer roles, part-time jobs, or research projects

Skills (Optional)

- Language proficiency, software, or job-specific tools

ACTION WORDS

HELPING SKILLS	MANAGERIAL SKILLS	CREATIVE SKILLS	COACHING SKILLS	DETAILED SKILLS
Administered	Analyzed	Acted	Adapted	Approved
Advised	Assigned	Built	Advocated	Arranged
Analyzed	Assessed	Conceptualized	Authored	Catalogued
Assessed	Contracted	Created	Briefed	Charted
Clarified	Controlled	Customized	Clarified	Checked
Collaborated	Coordinated	Designed	Coached	Clarified
Conducted	Delegated	Developed	Communicated	Classified
Coordinated	Determined	Devised	Coordinated	Collected
Demonstrated	Directed	Directed	Cultivated	Compiled
Developed	Established	Engineered	Developed	Customized
Diagnosed	Evaluated	Fashioned	Directed	Dispatched
Directed	Executed	Formulated	Empowered	Examined
Evaluated	Expedited	Fostered	Enabled	Executed
Facilitated	Hired	Generated	Encouraged	Implemented
Implemented	Organized	Illustrated	Evaluated	Inspected
Intervened	Planned	Implemented	Fostered	Monitored
Led	Prioritized	Innovated	Improved	Processed
Listened	Produced	Inspired	Informed	Recorded
Mediated	Proposed	Integrated	Initiated	Refined
Monitored	Recommended	Made	Instructed	Researched
Negotiated	Recruited	Performed	Interacted	Responded
Performed	Reported	Planned	Lectured	Retained
Provided	Reviewed	Produced	Prepared	Reviewed
Referred	Scheduled	Published	Supervised	Scheduled
Spoke	Supervised	Restructured	Taught	Standardized
Started	Tracked	Shaped	Trained	Streamlined
Treated	Trained	Wrote	Tutored	Validated

TECHNICAL SKILLS	RESEARCH SKILLS	FINANCIAL SKILLS	COMMUNICATION SKILLS
Adapted	Analyzed	Administered	Advised
Assembled	Assessed	Allocated	Advocated
Built	Audited	Analyzed	Arbitrated
Cleaned	Clarified	Appraised	Arranged
Coded	Collected	Audited	Briefed
Computed	Critiqued	Bought	Composed
Configured	Decided	Budgeted	Created
Constructed	Diagnosed	Calculated	Developed
Controlled	Discovered	Capitalized	Directed
Converted	Evaluated	Closed	Edited
Cut	Examined	Computed	Educated
Designed	Extracted	Consolidated	Enlisted
Engineered	Extrapolated	Developed	Influenced
Fabricated	Forecasted	Documented	Informed
Handled	Gathered	Expedited	Interpreted
Installed	Gleaned	Gained	Led
Maintained	Identified	Initiated	Mediated
Measured	Inspected	Maintained	Merged
Moved	Synthesized	Managed	Motivated
Operated	Interpreted	Maximized	Negotiated
Programmed	Investigated	Opened	Obtained
Pulled	Isolated	Planned	Persuaded
Set-up	Measured	Prepared	Reasoned
Shipped	Organized	Recommended	Reconciled
Sorted	Perceived	Reduced	Recruited
Supported	Recognized	Researched	Sold
Tested	Reviewed	Sold	Spoke
Utilized	Surveyed	Solved	Wrote

COMMON MISTAKES

- Using vague phrases like: “responsible for,” “helped,” “worked,” or “duties included”
- Listing tasks instead of showing specific results or achievements