

# 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

## 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

## 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%.

# ACTION WORDS

## HELPING SKILLS

Administered  
Advised  
Analyzed  
Assessed  
Clarified  
Collaborated  
Conducted  
Coordinated  
Demonstrated  
Developed  
Diagnosed  
Directed  
Evaluated  
Facilitated  
Implemented  
Intervened  
Led  
Listened  
Mediated  
Monitored  
Negotiated  
Performed  
Provided  
Referred  
Spoke  
Started  
Treated

## MANAGERIAL SKILLS

Analyzed  
Assigned  
Assessed  
Contracted  
Controlled  
Coordinated  
Delegated  
Determined  
Directed  
Established  
Evaluated  
Executed  
Expedited  
Hired  
Organized  
Planned  
Prioritized  
Produced  
Proposed  
Recommended  
Recruited  
Reported  
Reviewed  
Scheduled  
Supervised  
Tracked  
Trained

## CREATIVE SKILLS

Acted  
Built  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Devised  
Directed  
Engineered  
Fashioned  
Formulated  
Fostered  
Generated  
Illustrated  
Implemented  
Innovated  
Inspired  
Integrated  
Made  
Performed  
Planned  
Produced  
Published  
Restructured  
Shaped  
Wrote

## COACHING SKILLS

Adapted  
Advocated  
Authored  
Briefed  
Clarified  
Coached  
Communicated  
Coordinated  
Cultivated  
Developed  
Directed  
Empowered  
Enabled  
Encouraged  
Evaluated  
Fostered  
Improved  
Informed  
Initiated  
Instructed  
Interacted  
Lectured  
Prepared  
Supervised  
Taught  
Trained  
Tutored

## DETAILED SKILLS

Approved  
Arranged  
Catalogued  
Charted  
Checked  
Clarified  
Classified  
Collected  
Compiled  
Customized  
Dispatched  
Examined  
Executed  
Implemented  
Inspected  
Monitored  
Processed  
Recorded  
Refined  
Researched  
Responded  
Retained  
Reviewed  
Scheduled  
Standardized  
Streamlined  
Validated

## TECHNICAL SKILLS

Adapted  
Assembled  
Built  
Cleaned  
Coded  
Computed  
Configured  
Constructed  
Controlled  
Converted  
Cut  
Designed  
Engineered  
Fabricated  
Handled  
Installed  
Maintained  
Measured  
Moved  
Operated  
Programmed  
Pulled  
Set-up  
Shipped  
Sorted  
Supported  
Tested  
Utilized

## RESEARCH SKILLS

Analyzed  
Assessed  
Audited  
Clarified  
Collected  
Critiqued  
Decided  
Diagnosed  
Discovered  
Evaluated  
Examined  
Extracted  
Extrapolated  
Forecasted  
Gathered  
Gleaned  
Identified  
Inspected  
Synthesized  
Interpreted  
Investigated  
Isolated  
Measured  
Organized  
Perceived  
Recognized  
Reviewed  
Surveyed

## FINANCIAL SKILLS

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Bought  
Budgeted  
Calculated  
Capitalized  
Closed  
Computed  
Consolidated  
Developed  
Documented  
Expedited  
Gained  
Initiated  
Maintained  
Managed  
Maximized  
Opened  
Planned  
Prepared  
Recommended  
Reduced  
Researched  
Sold  
Solved

## COMMUNICATION SKILLS

Advised  
Advocated  
Arbitrated  
Arranged  
Briefed  
Composed  
Created  
Developed  
Directed  
Edited  
Educated  
Enlisted  
Influenced  
Informed  
Interpreted  
Led  
Mediated  
Merged  
Motivated  
Negotiated  
Obtained  
Persuaded  
Reasoned  
Reconciled  
Recruited  
Sold  
Spoke  
Wrote

## COMMON MISTAKES

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