

*A guide to developing your résumé.*

# Résumés

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*Monday, Thursday, Friday*

*8:00 a.m.—4:30 p.m.*

*Tuesday, Wednesday*

*8:00 a.m.—7:00 p.m.*

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*Career and Professional Development Center*

## Creating your Blueprint

As you plan your résumé, keep in mind that an employer may initially only spend 15-20 seconds reviewing it. Your goal is to communicate your qualifications, skills, and experiences in a manner that will make you stand out from the rest.

Use these suggestions to make sure your resume presents you in the most effective way:

ITEM	WHY?
... My resume includes a variety of relevant experiences (paid jobs, volunteer positions, extracurricular activities, involvement in professional organizations, etc.).	➔ The #1 item employers seek is experience. Demonstrating that you have it is more important than how you gained it.
... I have identified skills and abilities I have obtained from my experiences which are valued by employers in my field.	➔ You must be able to demonstrate specifically how you can contribute to the employer's success.
... My resume is set up in a <u>chronological</u> style which highlights my qualifications by time periods.	➔ This is the most widely-used style. It works well for new graduates and those with a stable work history.
OR	
... My resume is set up in a <u>functional</u> style which highlights my qualifications by skill areas.	➔ This format is effective for those who have gaps in their work history, are concerned about their age, or are changing careers.
OR	
... My resume is set up in a combination style which highlights my qualifications by using a mix of the chronological and functional styles.	➔ This format works well for new graduates who are seeking to enter a field not closely related to their major.
... My resume is no more than two pages long.	➔ Employers prefer a brief summary of your training and experience.
If my resume is two pages long: ... The second page is at least half full.	➔ If not, you may be able to edit or reformat to fit everything on one page.
... The most important/relevant information appears on the first page.	➔ Some employers only look at page 1, especially in the first screening.
... My name and the page number appear at the top of the second page.	➔ In case the pages become separated, the employer can easily match them.
... All information included on my resume is relevant, accurate and truthful.	➔ Fabricating or exaggerating your accomplishments can be grounds for rejection or dismissal.
... I have omitted personal information (height, weight, age, marital status, religion, etc.) or a photograph.	➔ This information does not relate to your skills and abilities, and can be used to discriminate against you.
... My format is clear and allows employers to easily find information.	➔ An appropriate amount of "white space" allows the employer to easily find whatever information he/she is looking for.
... I have described my experience in bulleted lists using brief phrases that begin with action verbs.	➔ Lists draw the reader's eye down the page; paragraphs are less readable in 15-20 seconds.
... My resume has been reviewed to make sure it does not contain any typographical, grammatical, spelling or factual errors.	➔ Showing that you pay attention to details demonstrates to the employer that you will take the job seriously.
... My resume is printed on bond paper in a conservative color such as ivory or gray.	➔ Using good paper allows the employer to form a professional impression of you.

Other materials you may need to provide:

ITEM	WHY?
If submitting your resume via mail or hand delivery:  ...I have included a cover letter that is tailored to the organization and position. If submitting your resume via email:  ...	This allows you to highlight and describe in greater depth relevant information from your resume.

What happens to my resume once an employer receives it?

This depends on the employer's process, and each employer will have a somewhat different process.

Manual tracking

... Most traditional method

... Employer visually scans your resume to see if it warrants further review

... This review takes only 1520 seconds

...

**NAME**

E-mail address

LinkedIn web address

## Action Words

The following “action” words can be used to begin each phrase in your resume. This is not an exhaustive list, and there may be additional words that pertain specifically to your field. Always begin your statements with an action word that describes a skill or ability you possess. A thesaurus can be a helpful tool in this process!

Accelerated	Doubled	Managed	Reviewed
Accomplished	Drafted	Motivated	Revised
Achieved	Edited	Negotiated	Scheduled
Adapted	Effected	Operated	Set up
Administered	Eliminated	Organized	Significantly
Analyzed	Enlarged	Originated	Simplified
Approved	Equipped	Participated	Sold
Completed	Established	Performed	Solved
Conducted	Exhibited	Planned	Streamlined
Conferred	Expanded	Prepared	Structured
Constructed	Expedited	Produced	Succeeded
Contracted	Formulated	Proficient	Successfully
Controlled	Guided	Programmed	Supervised
Converted	Implemented	Promoted	Supported
Coordinated	Improved	Proposed	Taught
Created	Increased	Proved	Trained
Cut	Influenced	Provided	Translated
Delegated	Initiated	Recommended	Trimmed
Delivered	Installed	Recorded	Tripled
Demonstrated	Interpreted	Reduced	