

ACTIVITIES/CLUBS/COMMUNITY SERVICE

- List relevant activities, offices/positions held, and dates participated.
- Describe your roles if they will add value.
- These can be separate sections if breaking them out will be beneficial.

REFERENCES

- References should be listed on a separate document. Choose three to five references.
- List the name with title (Mr., Ms., or Dr.), job title, employer, employer address, phone number, and email address.
- See the Reference List guide for more details.

RÉSUMÉ APPEARANCE

1. For most undergraduates, a one-page résumé is most appropriate and preferred. A two-page résumé may be acceptable for some fields; however, only use two pages if you have relevant information to communicate and include the most important information on the first page. Make sure your name and contact information appear on the second page. Do not print as a double-sided document.
2. Choose white or ivory, 24-pound, cotton fiber résumé paper. Make sure you use the correct size. Produce clean, clear photocopies. The Career Center has résumé paper and matching envelopes.
3. Do not use a template to create your résumé. Take the time to design your résumé. Make your résumé be consistent and easy to read. Be consistent! Use font size 11 or 12.
4. Carefully have your résumé proofread by several individuals who know you well. Use a spell-check. Check for grammar, spelling, and punctuation. Remember you are ultimately responsible for the accuracy of your document.

ACTION VERBS

accomplished	coordinated	instructed
achieved	counseled	interacted
adapted	created	investigated
addressed	decided	lectured
administered	delegated	maintained
advocated	demonstrated	managed
analyzed	designed	mapped
arranged	detailed	maximized
assembled	developed	measured
assessed	edited	mediated
assisted	established	memorized
balanced	evaluated	modified
budgeted	examined	motivated
built	expanded	negotiated
calculated	facilitated	observed
coached	formulated	operated
collaborated	gathered	or2 79 rea 360
collected	generated	
compiled	helped	
complied	identified	
completed	implemented	
conceived	improved	
conducted	increased	
contributed	initiated	