



Writing Your Resume



Don't use a template

Use font size of 10pt - 12pt

Minimum margins are .5"

EDUCATION:

- * Full title of your degree/majors/minors
- * Spell out "SAINT LOUIS UNIVERSITY"
- * Your graduation or "Expected" date
- * List GPA if 3.0 or above
- * Include study abroad

CONTACT INFORMATION:

- * Your name should be 2 or 3 font sizes larger than the text
- * Include only one phone number and one professional email address
- * Street address is optional

EXPERIENTIAL LEARNING:
(If part of your degree program)

- * Describe your practicum, clinical, preceptorship, student teaching

WORK EXPERIENCE:

- * Describe positions you have held
- * List in reverse chronological order
- * Each bullet point starts with an action verb in appropriate tense

Common Headings:

- * EDUCATION
- * WORK EXPERIENCE
- * EMPLOYMENT
- * ACTIVITIES
- * INVOLVEMENT
- * LEADERSHIP
- * VOLUNTEERING
- * COMPUTER SKILLS
- * TECHNOLOGY
- * AWARDS and HONORS
- * SUMMARY or PROFILE

Do Not Include:

- * High school diploma
- * High school awards/activities
- * References
- * The phrase: "References available upon request"
- * GPA if below 3.0
- * Address or phone of SLU or employers
- * Names of past supervisors
- * "Objective" statement
- * Personal pronouns

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EDUCATION
Saint Louis University, St. Louis, MO
Bachelor of Arts in Communication, Minor in Spanish
• Study Abroad: Saint Louis University-Madrid, Madrid, Spain

May 20XX
GPA 3.2/4.0
Spring 20XX

PRACTICAL EXPERIENCE
Saint Louis University Hospital, St. Louis, MO
20XX

- Learned and implemented proper charting and coding per supervisor's instructions.
- Attended department meetings and developed an understanding for hospital policy in regards to information management and practices.
- Assisted in the creation of physician standards in regards to charting across departments.

WORK EXPERIENCE
Saint Louis University Office of Admission, St. Louis, MO
20XX-present
20XX-XX

Intern

- Supervised 15 student ambassadors.
- Communicated with 200 prospective students via phone and email.
- Provided support to 3 admissions counselors, including contacting high schools and arranging campus visits.

Ambassador/Tour Guide

- Provide tours and information to groups of up to 20 potential students and family.
- Market the university effectively and positively.

LEADERSHIP AND ACTIVITIES
Delta Sigma Pi, Business Fraternity, St. Louis, MO
20XX-present
20XX-present

Marketing Research Committee Member

- Designed and distributed promotional material for fundraisers using InDesign.
- Researched and developed a marketing plan for a St. Louis nonprofit.
- Networked and obtained \$800 in sponsorship from local vendors for special events.

Phi Kappa Theta Fraternity, St. Louis, MO
20XX-present
20XX

Philanthropy Chair

- Planned promotional strategy and goals for events that raised \$10,000 for the Children's Miracle Network, doubling the previous year's donations.

Vice President, Public Relations
20XX

- Wrote national report relating chapter's internal and external relations projects, resulting in nomination for Outstanding Community Involvement Award 20XX.
- Oversaw all publicity efforts related to Homecoming and philanthropic events.

Member
200X-present

- Intramural Sports: Basketball, Football, Soccer, and Volleyball

PROFESSIONAL ASSOCIATIONS
National Health Information Management Association
20XX-present

COMPOSING A BULLET STATEMENT

Before: "I was responsible for training new employees."

| | | | | |
|--|----------|--|----------|--|
| SKILLS WHAT DID I LEARN? <i>Express as an action verb</i> | + | TASKS/ACTIVITIES WHAT DID I DO? <i>Be descriptive and dynamic</i> | + | RESULTS WHAT DID I ACCOMPLISH? <i>Describe impact</i> |
|--|----------|--|----------|--|

Include quantifiable data as proof -- How much? How many?

After: "Trained 15 new employees on office procedures, customer service, and database management which increased the productivity of the team and organization"



Resume Action Verbs



- Start bullet statements with action verbs that describe work duties and accomplishments
- Avoid using the same verb more than once if possible – as a variety enhances your resume
- Review this list of possible synonyms categorized by the skills employers seek

| Teamwork & Interpersonal | Analytical Skills | Organizing Skills | Teaching & Service |
|--------------------------|-------------------|-------------------|--------------------|
| Advised | Adjusted | Arranged | Assessed |
| Arranged | Aligned | Categorized | Contracted |
| Collaborated | Assembled | Classified | Collaborated |
| Communicated | Calculated | Collaborated | Coordinated |
| Conducted | Catalogued | Collected | Corrected |
| Consulted | Clarified | Compiled | Counseled |
| Contributed | Computed | Coordinated | Demonstrated |
| Conveyed | Created | Developed | Designed |
| Convinced | Critiqued | Filed | Developed |
| Coordinated | Detailed | Generated | Encouraged |
| Created | Devised | Implemented | Evaluated |
| Demonstrated | Drafted | Improved | Facilitated |
| Developed | Engineered | Incorporated | Fostered |
| Directed | Financed | Maintained | Guided |
| Endorsed | Organized | Placed | Identified |
| Entertained | Programmed | Planned | Implemented |
| Hosted | Refined | Processed | Inspired |
| Influenced | Restructured | Proposed | Integrated |
| Informed | Reviewed | Sorted | Lectured |
| Mediated | Revised | Systemized | Led |
| Motivated | Solved | | Listened |
| Negotiated | Structured | Financial Skills | Mediated |
| Performed | Summarized | | Moderated |
| Planned | Synthesized | Allocated | Monitored |
| Promoted | Systemized | Analyzed | Planned |
| Recommended | Updated | Appraised | Presented |
| Recruited | | Audited | Responded |
| Represented | Manual Skills | Balanced | Taught |
| Sponsored | | Budgeted | |
| Supported | Adjusted | Calculated | Creative Skills |
| | Assembled | Compared | |
| | Selling Skills | Compiled | Acted |
| | | Cleaned | Composed |
| Advised | Constructed | Correlated | Conceived |
| Asked | Controlled | Examined | Conceptualized |
| Calculated | Created | Forecasted | Created |
| Closed | Cut | Formulated | Designed |
| Communicated | Demonstrated | Leveraged | Developed |
| Compared | Devised | Managed | Directed |
| Contacted | Dismantled | Maximized | Established |
| Contracted | Drafted | Planned | Fashioned |
| Convinced | Drew | Processed | Founded |
| Differentiated | Estimated | Projected | Illustrated |
| Influenced | Evaluated | Recognized | Improvised |
| Informed | Fixed | Reconciled | Integrated |
| Inspected | Inspected | Recorded | Introduced |
| Negotiated | Maintained | Reduced | Invented |
| Persuaded | Monitored | Reported | Originated |
| Promoted | Operated | Verified | Performed |
| Recommended | Programmed | | Planned |
| Represented | Repaired | | Revitalized |
| Reviewed | Scheduled | | Shaped |
| | Tabulated | | Translated |

Problem-Solving Skills

| |
|--------------|
| Adapted |
| Adjusted |
| Allocated |
| Analyzed |
| Assessed |
| Clarified |
| Collaborated |
| Completed |
| Consulted |
| Created |
| Decided |
| Delegated |
| Devised |
| Diagnosed |
| Endorsed |
| Ensured |
| Established |
| Examined |
| Executed |
| Expedited |
| Finalized |
| Identified |
| Implemented |
| Improved |
| Improvised |
| Incorporated |
| Initiated |
| Innovated |
| Instituted |
| Invented |
| Managed |
| Mediated |
| Negotiated |
| Recognized |
| Restructured |
| Solved |
| Streamlined |
| Suggested |
| Troubleshoot |

| Research Skills | Leadership & Management | Communication Skills |
|-----------------|-------------------------|----------------------|
| Analyzed | Administered | |
| Assembled | Administered | |
| Collaborated | Analyzed | Addressed |
| Collected | Anticipated | Advised |
| Communicated | Assessed | Arbitrated |
| Compiled | Assigned | Articulated |
| Conducted | Attained | Clarified |
| Demonstrated | Chaired | Connected |
| Designed | Consolidated | Corresponded |
| Devised | Contracted | Defined |
| Diagnosed | Coordinated | Developed |
| Equated | Delegated | Drafted |
| Evaluated | Developed | Edited |
| Examined | Directed | Explained |
| Extracted | Empowered | Formulated |
| Formulated | Evaluated | Integrated |
| Identified | Executed | Interpreted |
| Inspected | Improved | Interviewed |
| Interviewed | Increased | Led |
| Investigated | Initiated | Listened |
| Maintained | Maintained | Mediated |
| Measured | Monitored | Moderated |
| Observed | Obtained | Negotiated |
| Operated | Organized | Organized |
| Questioned | Overhauled | Persuaded |
| Recognized | Oversaw | Presented |
| Refined | Planned | Promoted |
| Surveyed | Prioritized | Proposed |
| Synthesized | Produced | Publicized |
| Tabulated | Recommended | Read |
| Tested | Restructured | Spoke |
| Theorized | Strengthened | Summarized |
| Verified | Supervised | Synthesized |
| Wrote | Supported | Translated |