

OFFICE OF CAREER SERVICES

RÉSUMÉ GUIDE



SAINT LOUIS UNIVERSITY
MADRID

CAREER SERVICES

HOW TO IMPROVE YOUR RÉSUMÉ/CV

RÉSUMÉ CHECKLIST

- ☐ Pick a good, easy to read, and ATS-friendly template. No fancy boxes or visuals. No photo for US-based opportunities.
- ☐ Short 'n' sweet Summary section that only states: major, two relevant strengths + experience, and the role you are seeking.
- ☐ Add relevant courses, awards, study abroad programs and/or capstone project in the Education section.
- ☐ Use strong action verbs, keywords, and language that mirrors the job posting.
- ☐ Use the “mini-story” formula to write your bullet list of job descriptions.
- ☐ Use numbers, percentages, and hard-skills (Adobe, Photoshop, Excell) when appropriate.
- ☐ Keep your résumé under 1 page!
- ☐ By the time you are a Junior you should have 0 high school experience on your résumé.
- ☐ Are section headings clear and easy to find? Is everything properly lined up to the margins? The devil is in the details!

HOW TO FORMAT YOUR RÉSUMÉ

Common Headings

- Education
- Work Experience
- Employment
- Activities
- Involvement
- Leadership
- Volunteering
- Computer Skills
- Technology
- Awards and Honors
- Summary or Profile

Leadership/Involvement:

- List offices you have held
- Describe duties performed
- Describe skills you learned/used

General Reminders

- 0.5" minimum margins
- 10-12pt font size
- AI can help you build a resume, but you will need to revise it further
- Don't use a template
- Don't include high school information after sophomore year
- Don't provide references or use the phrase "References available upon request"
- Don't use an "Objective" statement
- Don't use personal pronouns

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
- Full street address is not required

Education:

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

Experiential Learning:

- Describe practicum, clinical preceptorship, student teaching
- Describe internship(s), co-ops
- Describe year-long senior projects

Work Experience:

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

Skills Section:

- Optional
- Include hard skills such as technology, languages, and certifications
- Save soft skills for accomplishment statements

PROFILE

Dynamic communication graduate seeking to combine academic knowledge with practical experience to develop promotional strategies. Incorporate practical experience in market analysis with well-developed communication skills to design successful campaigns via print and digital media.

EDUCATION

Saint Louis University

Bachelor of Arts in Communication, Minor in Spanish

Study Abroad: Saint Louis University-Madrid

St. Louis, MO

May 202X

Madrid, Spain

RELATED EXPERIENCE

Chesterfield Mall

Market Research Project

- Performed market research for mall manager in order to expand target segments
- Collected and analyzed data, recommended short and long-term management strategies, and designed promotions

Chesterfield, MO

September 202X-November 202X

Florida Power Corporation

Intern

- Assisted engineers and marketing personnel in the Energy Conservation Department with designing, developing, and distributing public information literature, and conducting public education programs
- Developed strong design and editing skills using InDesign and PowerPoint software

St. Petersburg, FL

June-August 202X and June-August 202X

WORK EXPERIENCE

Saint Louis University Office of Admission

Intern

- Supervised 15 student ambassadors to provide excellent customer service by offering constructive feedback
- Communicated with 200 prospective students via phone and email to ensure prompt customer service
- Provided support to 3 admissions counselors, including contacting high schools and arranging campus visits

St. Louis, MO

September 202X-Present

Ambassador/Tour Guide

- Provided tours and information to groups of up to 20 potential students and families
- Marketed the university effectively and positively by answering questions and providing resources

September 202X-202X

LEADERSHIP EXPERIENCE

Saint Louis University

Relay for Life

Marketing Committee Member

- Designed and distributed promotional material using InDesign to enhance our organization's brand
- Researched and developed a marketing plan, resulting in a 10% increase in campus participation
- Networked and obtained \$800 in sponsorship from local vendors

St. Louis, MO

October 202X-Present

March 202X-Present

Phi Kappa Theta Fraternity

Philanthropy Chair

- Planned promotional strategies and goals for events that raised \$10,000 for the Children's Miracle Network, doubling previous year's donations
- Wrote a national report relating chapter's internal and external relations projects, resulting in nomination for the 2024 Outstanding Community Involvement Award
- Oversaw all publicity efforts related to Homecoming and philanthropic events

St. Louis, MO

January 202X-Present

SKILLS

- Language: Fluent Spanish, Basic French
- Software: Adobe InDesign & Photoshop, Microsoft Publisher & PowerPoint

Next page: How to write good job descriptions!

HOW TO WRITE MINI-STORIES

Your job descriptions are not just plain bullet statements; they tell the mini-stories of *what* you have achieved and *how*. Add numbers and percentages to highlight impact where appropriate!

Before:
**“I was
responsible
for new
employees.”**



2) Tasks/Activities

What skills did I use?
(Express as a past-tense action verb.)

What did I do?
(Be descriptive and dynamic.)

What did I accomplish?
(Describe impact.)

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.”

RÉSUMÉ / CV

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

Research	Leadership & Management	Communication	Problem-Solving
- Analyzed - Assembled - Collaborated - Collected - Communicated - Compiled - Conducted - Demonstrated - Designed - Devised - Diagnosed - Equated - Evaluated - Examined - Extracted - Formulated - Identified - Inspected - Interviewed - Investigated - Maintained - Measured - Observed - Operated - Questioned - Recognized - Refined - Surveyed - Synthesized - Tabulated - Tested - Theorized - Verified - Wrote	- Administered - Analyzed - Anticipated - Assessed - Assigned - Attained - Chaired - Consolidated - Contracted - Coordinated - Delegated - Developed - Directed - Empowered - Evaluated - Executed - Improved - Increased - Initiated - Maintained - Monitored - Obtained - Organized - Overhauled - Oversaw - Planned - Prioritized - Produced - Recommended - Restructured - Strengthened - Supervised - Supported	- Addressed - Advised - Arbitrated - Articulated - Clarified - Connected - Corresponded - Defined - Developed - Drafted - Edited - Explained - Formulated - Integrated - Interpreted - Interviewed - Led - Listened - Mediated - Moderated - Negotiated - Organized - Persuaded - Presented - Promoted - Proposed - Publicized - Read - Spoke - Summarized - Synthesized - Translated	- 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
Teamwork & Interpersonal	Analytical	Organizational	Teaching & Service
- Advised - Arranged - Collaborated - Communicated - Conducted - Consulted - Contributed - Conveyed - Convinced - Coordinated - Created - Demonstrated - Developed - Directed - Endorsed - Entertained - Hosted - Influenced - Informed - Mediated - Motivated - Negotiated - Performed - Planned - Promoted - Recommended - Recruited - Represented - Sponsored - Supported	- Adjusted - Aligned - Assembled - Calculated - Catalogued - Clarified - Computed - Created - Critiqued - Detailed - Devised - Drafted - Engineered - Financed - Organized - Programmed - Refined - Restructured - Reviewed - Revised - Solved - Structured - Summarized - Synthesized - Systemized - Updated	- Arranged - Categorized - Classified - Collaborated - Collected - Compiled - Coordinated - Developed - Filed - Generated - Implemented - Improved - Incorporated - Maintained - Placed - Planned - Processed - Proposed - Sorted - Systemized	- Assessed - Contracted - Collaborated - Coordinated - Corrected - Counseled - Demonstrated - Designed - Developed - Encouraged - Evaluated - Facilitated - Fostered - Guided - Identified - Implemented - Inspired - Integrated - Lectured - Led - Listened - Mediated - Moderated - Monitored - Planned - Presented - Responded - Taught
Sales	Manual Skills	Finance	Creative
- Advised - Asked - Calculated - Closed - Communicated - Compared - Contacted - Contracted - Convinced - Differentiated - Influenced - Inspected - Negotiated - Persuaded - Promoted - Recommended - Represented - Reviewed	- Adjusted - Assembled - Built - Cleaned - Constructed - Controlled - Created - Cut - Demonstrated - Devised - Dismantled - Drafted - Drew - Estimated - Evaluated - Fixed - Inspected - Maintained - Monitored - Operated - Programmed - Repaired - Scheduled - Tabulated	- Allocated - Analyzed - Appraised - Appraised - Balanced - Budgeted - Calculated - Compared - Compiled - Computed - Correlated - Examined - Forecasted - Formulated - Leveraged - Managed - Maximized - Planned - Processed - Projected - Recognized - Reconciled - Recorded - Reduced - Reported - Verified	- Acted - Composed - Conceived - Conceptualized - Created - Designed - Developed - Directed - Established - Fashioned - Founded - Illustrated - Improvised - Integrated - Introduced - Invented - Originated - Performed - Planned - Revitalized - Shaped - Translated

CHOOSE FROM THESE TEMPLATES

Download and edit the template you like best!

Alicia Jackson
a.jackson@slu.edu | +34 638123546 | Madrid | LinkedIn

EDUCATION

Saint Louis University-Madrid, Spain
Bachelor of Arts in Communication
GPA: 3.81/4.00
Sep 2023 – Present

WORK EXPERIENCE

Marketing and PR Intern, ABC Store, Minneapolis, USA (Remote) May 2025 – Present

- Help plan and execute 5 long-term marketing campaigns, jumpstarting their rebrand efforts
- Create written, video, and visual content for marketing channels
- Write and edit social media posts, promotional emails, and other marketing items
- Manage the transfer of data between old software systems and new via HubSpot

Campus Ambassador, Saint Louis University-Madrid Sep 2024 – Sep 2025

- Chaperoned group trips of approximately 50 students to cities around Madrid
- Advised students as first contact and responded to frequently asked questions
- Collaborated with faculty and staff to represent the university to distinguished guests

Admissions Assistant, Saint Louis University-Madrid Sep 2023 – May 2024

- Guided groups of up to 20 visitors through tours of campus and fielded questions
- Managed the application document submission process in Salesforce, Slate, and Excel
- Engaged with an average of 6-8 prospective students via Unibuddy, Rafrtr, and other platforms weekly
- Managed all SLU-Madrid Campus Ambassador accounts on Unibuddy
- Co-managed an Admission's email inbox, corresponding with 5-15 students a day

LEADERSHIP AND INVOLVEMENT

President (2025), Vice President (2023-2025)
Human Rights Club, SLU-Madrid

Junior Class Representative (2024-2025)
SGA Executive Board, SLU-Madrid

Senior Editor (2025-Present), Copy Editor (2024-2025), Writer (2023-Present)
The NewSLU, SLU-Madrid

SKILLS AND COMPETENCIES

Marketing and Communications: Social Media Marketing, Email Marketing, Copywriting, Editing, Brand Awareness Campaigns, Content Creation (Written, Visual, and Video)
Tools and Platforms: HubSpot, Salesforce, Slate CRM, Microsoft Excel (Advanced), Unibuddy, Rafrtr
Languages: English (Native), Spanish (Native), Portuguese (Intermediate)

Firstname Lastname
City, State Zip • LinkedIn • youremail@college.harvard.edu • phone number

EDUCATION

Harvard University
Degree, Concentration, GPA [Note: GPA is Optional]
Thesis [Note: Optional]
Relevant Coursework: [Note: Optional. Awards and honors can also be listed here.]
City, State
Month Year – Month Year

Study Abroad [Note: If Applicable]
Study abroad coursework in _____
City, Country
Month Year – Month Year

High School Name
City, State
Graduation Date

Experience

Position Title City, State
Company Name Month Year – Month Year

- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Position Title City, State
Company Name Month Year – Month Year

- With your next-most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

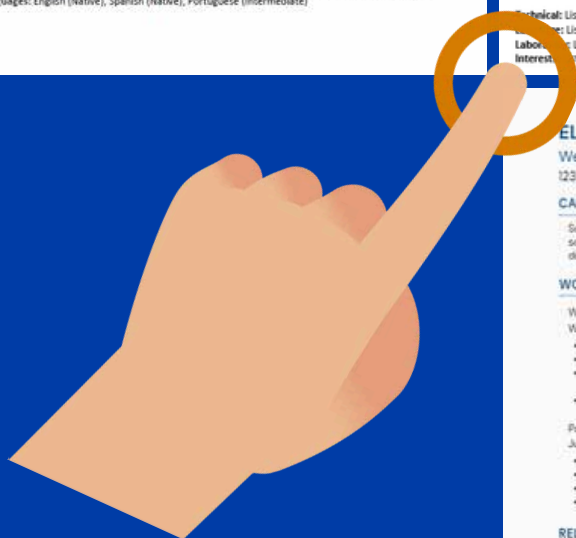
Leadership & Activities City, State
Month Year – Month Year

Role City, State
Organization Month Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more relevant to the opportunity you are applying for, consider moving this above your Experience section.

Skills & Interests [Note: Optional]

Technical: List computer software and programming languages and your level of fluency
Laboratory: List scientific / research lab techniques or tools [If Applicable]
Interests: List activities you enjoy that may spark interview conversation



Tap on the resumes to
download, make a copy,
and start your own!

ELEANOR FITZGERALD

Web Developer
123 Anywhere St., Any City, ST 12345 | +123-456-7890 | hello@reallygreatsite.com

CAREER SUMMARY:

Solution-oriented and problem solver with 5 years of experience building and maintaining software and software architecture. Highly skilled in communication, collaboration, and technical documentation.

WORK EXPERIENCE:

Wardlens Inc.
Web Developer | 04 February, 2020 – Present

- Ensure user satisfaction and retention by providing responsive tech support.
- Build and maintain software documentation sites using various programming languages.
- Increase productivity by using software to organize, track bug patches and add feature requests.
- Collaborate with other developers to update the website and create new features.

Paucok and Lage
Junior Web Developer | 05 October, 2026 – 30 December, 2028

- Built and maintained websites for clients through various online platforms
- Assisted troubleshooting software.
- Created and tested applications for websites.
- Filed reports, gathered information, and performed research.

RELEVANT PROJECTS:

Warner & Spencer
Freelance Web Developer | 16 September, 2025 – 17 November, 2025

- Built an e-commerce website to showcase the skincare products of Warner & Spencer.
- Integrated an email marketing software to increase subscribers and promote products.

Timmerman Industries
Freelance Web Developer | 13 March, 2024 – 14 May, 2024

- Created a membership site to create, manage, track subscriptions, and sell digital products.
- Made a customizable checkout process to ensure that customers purchase products easily.

EDUCATION:

2022 – 2026 | Really Great University
Bachelor of Computer Science - Software Engineering

SKILLS:

- Front-end and back-end web development
- Code structure and architecture
- Web performance optimization
- Programming languages

LAST FEW TIPS FOR YOUR RÉSUMÉ

— THINK OF IT AS AN INVITATION!

A resume is how you present yourself to a job. Its goal is to spark curiosity and **open the door** to a professional conversation.

— IT'S A TOOL FOR YOUR PRESENT AND FUTURE

A strong résumé creates momentum and **lays the foundation** for your cover letter, interviews, and networking conversations.

— BUILD IT WITH HONESTY AND CONFIDENCE

Don't downplay your experience! Find the most professional way to describe your skills and **true value**.

— YOU GET TO SHOW OFF

Choose the best wording to describe what you've **learned, achieved**, and can **contribute**.

— IT'S A LIFE-LONG SKILL

You'll update and tailor your résumé throughout your career, making it one of the most **valuable professional tools** you'll ever have.

— REMEMBER, YOU GOT THIS!

Need us to give your résumé a second look? Email us at **careers-madrid@slu.edu!**