



Student Employment Resume Writing Guide

Header & Contact Information <ul style="list-style-type: none"><input type="checkbox"/> Name<input type="checkbox"/> Phone Number<input type="checkbox"/> E-mail Address	You may also include your Address and LinkedIn Profile if you choose to.
Objective <ul style="list-style-type: none"><input type="checkbox"/> Tailor to specific employer	This is an opportunity to share your strengths and skills as they relate to the job you are applying for.
Education <ul style="list-style-type: none"><input type="checkbox"/> California State University, San Bernardino<input type="checkbox"/> Degree, Concentrations, Minors<input type="checkbox"/> GPA<input type="checkbox"/> Coursework related to the position	Do not include your high-school education. Include Community College, Trade School, Associates or 4-year degree program experiences here.
Experience <ul style="list-style-type: none"><input type="checkbox"/> Include employer name, location, position title, and employment dates<input type="checkbox"/> List experience in reverse order, most recent at the top<input type="checkbox"/> Include summer jobs, internships, volunteer work, class projects, undergraduate research, leadership, etc.	Learn about the department, position, and company prior to your interview when possible so you can tailor your resume and your interview responses to what suits the position's needs best.
Additional Categories <ul style="list-style-type: none"><input type="checkbox"/> Skills: computer, technical, second language<input type="checkbox"/> Extracurricular involvement<input type="checkbox"/> Military service<input type="checkbox"/> Honors and Awards<input type="checkbox"/> Community Service	Consider all experiences including paid, unpaid, volunteer, internships, etc. Include professional involvement and development opportunities here as well including campus involvement, clubs and organizations, presentations, publications, etc.
Formatting <ul style="list-style-type: none"><input type="checkbox"/> No more than 2 fonts<input type="checkbox"/> Font size 10-12 for body & 11-14 for headings	Fonts should be clear and legible. Include proper use of Bold, Underline, and Italics features if necessary.
Consistency <ul style="list-style-type: none"><input type="checkbox"/> Spacing between sections<input type="checkbox"/> Alignment of bullet points & dates	
Bullet Points <ul style="list-style-type: none"><input type="checkbox"/> Begin with a strong action verb<input type="checkbox"/> Quantify results when possible<input type="checkbox"/> Focus on what you accomplished<input type="checkbox"/> Use key words from job posting	Each key accomplishment should begin with an action verb and have relevancy to the position you're applying for. A list of action verbs is printed on the back of this document.
Professionalism <ul style="list-style-type: none"><input type="checkbox"/> Correct spelling and grammar<input type="checkbox"/> Save as a PDF and include your name in file name	Stop by the Career Center or schedule an appointment to have your resume, cover letter, and other supporting documents reviewed!

ACTION VERBS

The following list of action verbs is designed to assist in finding the strongest and most descriptive verb. The verbs are grouped together by broad categories. This list is followed by some common working definitions to provide consistency in interpreting key verbs at CSU.

Problem Solving Analyze Anticipate Compare Compile Consolidate Correlate Diagnose Evaluate Examine Expedite Identify Implement Improve Inspect Investigate Research Resolve Review Revise Survey Systematize Troubleshoot Update Validate Verify	Communication Advise Communicate Conduct Confer Consult Correspond Counsel Disseminate Edit Explain Inform Instruct Interpret Notify Present Propose Recommend Report Request Respond Summarize Transcribe Write	Leadership Administer Assign Authorize Coordinate Delegate Determine Direct Dispatch Drive Endorse Enforce Ensure Execute Facilitate Instruct Lead Maintain Manage Oversee Plan Prioritize Promote Represent Supervise	Financial Account Allocate Appraise Approve Assess Audit Balance Calculate Compute Conserve Control Estimate Forecast Formulate Issue Monitor Negotiate Post Procure Purchase Reconcile Schedule Track Verify
Human Relations Advise Assist Collaborate Cooperate Coordinate Facilitate Guide Participate Promote	Creative Adapt Arrange Assemble Create Design Develop Devise Draft Establish Estimate Extrapolate Forecast Generate Initiate Innovate Prepare Produce	Assisting Act as Adjust Advise Assist Cooperate Develop Guide Lead/Led Participate Refer Render Serve as	Taking Action Assemble Circulate Collate Collect Distribute Furnish Obtain Operate Organize Perform Proceed Process Provide Retrieve Secure Select Solicit Submit Train