



EDUCATION

- Include: Name of University, Location of University (City, State), Expected Graduation Date (Month/Year), Official Degree Title (spell out Bachelor of Science).
- List degrees from most recent to least recent.
- Add your GPA if it is a 3.0 or above. If it is not, be prepared to have a response as to why.

EXPERIENCE

- Include experience that supports your objective: course projects, volunteer experience and internships
- Include: Name of Organization, Location, Dates of Involvement (e.g. Month/Year), Position, or Course Title
- List what is most relevant to your reader first

ACTION STATEMENTS

- Action statements are essentially sentences without a subject.
- Start each statement with an action verb.
- Vary your verbs. Avoid “responsible for” when talking about tasks. Avoid “dealt with” or “handled” when talking about people.
- Use past tense for completed experience.
- Use present tense for current experience.

OPTIONAL SECTIONS

- Languages
- Publications
- Research projects
- Military service
- Technical/computer skills
- Related travel
- Professional affiliations
- Conferences attended

Your Name (Larger font size)

Address • City • State, Zip
Phone number • Email (remove hyperlink)
LinkedIn profile url (remove hyperlink)

EDUCATION

Virginia Commonwealth University, Richmond, VA
Bachelor of Arts in Homeland Security and Emergency Preparedness
GPA: 3.0, Anticipated Graduation: May 2016

RELATED COURSEWORK

- Criminalistics & Crime Analysis
- U. S. Government
- International Relations

EXPERIENCE

Henrico County Police Department, Intern, Richmond, VA, Aug.-Nov. 2014

- Assisted with daily intake processing and fingerprinting
- Improved organization by developing a new filing system for 500 intake records
- Observed interrogation of suspects and assisted with transcription of interview notes dialy

OTHER WORK EXPERIENCE

PetSmart, Associate, Richmond, VA, May 2011-present

- Answered customers' questions and assisted with finding items
- Operated cash register and assisted with totaling daily receipts
- Managed assigned section to ensure shelves were stocked and area was clean

COMPUTER SKILLS

Proficient: Microsoft Word and PowerPoint
Basic: Microsoft Excel

LEADERSHIP & AWARDS

- Eta Lambda Sigma Homeland Security Fraternity, Aug. 2013-present
- Dean's List: 2013-2014

RELATED COURSEWORK

- Add courses that support your objective.
- Do not list more than nine courses.
- List the course title, not the department and course number.
- Course projects can be added to your resume as their own section.

GENERAL FORMATTING GUIDELINES

- Be brief. A one-page resume is adequate. Use two pages only if you have had extensive, relevant experience.
- Be consistent with font style and size. No smaller than 10-point font.
- Be mindful that sans serif fonts (like Arial) can be reduced to 10-point font. Serif fonts (like Times New Roman) can be reduced to 11-point font.
- Margins should be at most .5 all the way around (See Page Layout tab in Microsoft Word)
- Employers recommend bullets, as they are easy to skim.
- Be consistent with periods—either have them at the end of each bullet or do not use them.
- Avoid using dashes, use bullets instead (see Home tab—Paragraph box).
- Use CAPITAL LETTERS, bold print or italics to highlight, but do not use them all at once.
- Create a well organized and visually appealing resume.
- Use horizontal spaces. Letting your resume get too vertical may cause it to run to two pages.
- Print your resume on white, off-white or ivory resume paper.
- Do not include salary history, gender, age, race, marital status or photo.
- Include your name and a page number on all additional resume pages.

Resume Rubric

Contact Information

Meets Minimum

- Name (largest font in document)
- Address (permanent or current)
- Cell/phone
- Email address (use a professional email, such as @vcu.edu), remove hyperlink

Exceeds Minimum

- Personal website URL or e-portfolio URL (to highlight significant projects and work products)
- LinkedIn account URL

Education *(should be first category unless your an alumnus/a)*

Meets Minimum

- Name of university (e.g. Virginia Commonwealth University)
- Location of the institution (city, state)
- Official name of your degree (e.g. Bachelor of Science, not B.S.)
- Expected graduation date (month/year)—no “expected graduation”
- Major, minor, concentration, track and/or license spelled out
- Study abroad experience (name of institution and dates, if applicable)

Exceeds Minimum

- Specialized coursework— six to eight courses (list name)
- Additional certifications, trainings and/or development experience
- Courses and projects illustrating skills and knowledge related to career objectives
- Professional/career exam scores (NCLEX, CSCS)
- Certifications or tests passed related to career objective (date and location)
- Include GPA if above a 3.0

Experience

Meets Minimum

- List of experience in reverse chronological order (most recent position first) under each section heading
- Indicate the name and location of the organization (city, state)
- List your job title and starting and ending dates of employment (month/year)
- Use action verbs and specific examples to describe key accomplishments and contributions
- Use verb tenses consistently—use past tense to describe previous positions and present tense verbs for current positions, avoid gerunds (-ing)
- Use bullets, not paragraphs or dashes. Bullets are not flashy.
- Do not use “I” statements, “Responsible for” or “Duties included”

Exceeds Minimum

- Use different section headings to separate career-related experiences (e.g. relevant experience, teaching experience) from other work experience (e.g. college employment, work history)
- Present most relevant experiences first, including your internships in your field, student teaching, shadowing, service learning, course projects, research projects, related employment or volunteer experiences
- Quantify your accomplishments/results (e.g. increased sales 35% within six months)—include the how, why and how many



Resume Rubric

Layout/Design

Meets Minimum

- Font size for body text is large enough to be easily read (10-12 pt font)
- Consistent style and layout throughout the resume—headers, dates, font, spacing
- Format months— 09, Sept. or September
- Use ALL CAPS, underline, bold and italics sparingly
- Avoid resume templates
- Consider moving margins to .5 to maximize space
- Keep your resume to one full page

Exceeds Minimum

- Resume design is consistent with professional practice (e.g. graphic design, theatre, music; check with your career adviser for details)
- Use white space efficiently for visual appeal
- Use clear, concise and illustrative examples
- If two pages, information must be relevant and must take up at least 1/2 of the page. Add “your name, p.2” to top right hand corner

Optional Resume Enhancements

Career Objective/Profile/Summary

General

- If used, the profile/summary/objective is clear (i.e. a specific position or job function desired, organization type is identified)
- Stress what you offer to the audience rather than what you hope to gain

Enhanced

- Specific skills, knowledge or experience offered (e.g. supervisory or technological)

- Use keywords separated by symbols to clearly define your expertise

Activities/Services

General

- Use official name of each organization (Do not use acronyms)
- Dates of involvement

Enhanced

- Highlight key accomplishments in leadership roles, skills and knowledge
- Mention transferable skills

Award/Honors

General

- Official name for each honor or award
- Official name of organization or group conferring honor or award
- Month/year award received

Enhanced

- Summarize scholarships (e.g. received three academic, two leadership and one service learning)
- Group awards by topic for readability
- Consider including awards/honors under different sections instead (e.g. Education—Dean’s List, Work Experience—Employee of the Month)



RESUME ACTION VERBS

MANAGEMENT/ LEADERSHIP SKILLS

Example: Train 20+ new employees in computer procedures over a 2-year period.

Administered	Delegated	Executed	Instituted	Prioritized
Assigned	Developed	Generated	Led	Produced
Attained	Directed	Headed	Managed	Recommended
Chaired	Eliminated	Hired	Motivated	Reorganized
Consolidated	Enhanced	Improved	Organized	Reviewed
Contracted	Enforced	Incorporated	Oversaw	Scheduled
Coordinated	Established	Increased	Planned	Strengthened
Decided	Evaluated	Inspected	Presided	Supervised

COMMUNICATION SKILLS

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures.

Addressed	Convinced	Expressed	Negotiated	Reported
Advertised	Cooperated	Formulated	Observed	Resolved
Arranged	Corresponded	Influenced	Participated	Responded
Collaborated	Defined	Interpreted	Persuaded	Spoke
Communicated	Directed	Interviewed	Presented	Suggested
Composed	Drafted	Judged	Promoted	Summarized
Condensed	Drew up	Lectured	Publicized	Synthesized
Confronted	Edited	Marketed	Reconciled	Talked
Consulted	Elicited	Mediated	Recruited	Translated
Contacted	Explained	Moderated	Referred	Wrote

RESEARCH SKILLS

Example: Tested two strains of E. coli to demonstrate the process of genetic transfer (E. coli Hfr strain sensitive to streptomycin, and E.coli strain resistant to streptomycin).

Analyzed	Evaluated	Interviewed	Reviewed
Clarified	Examined	Invented	Solved
Collected	Extracted	Investigated	Summarized
Compared	Formulated	Located	Surveyed
Conducted	Gathered	Measured	Systematized
Determined	Identified	Organized	Tested
Disproved	Interpreted	Researched	

TECHNICAL SKILLS

Example: Designed and oversaw the implementation of new computer filing system that reduced paper use by 35%.

Applied	Conserved	Developed	Programmed
Assembled	Constructed	Installed	Resolved
Built	Designed	Maintained	Specialized
Calculated	Determined	Operated	Upgraded



RESUME ACTION VERBS

TEACHING SKILLS

Example: Advised a classroom of 30 students about the policies and procedures as related to plagiarism.

Adapted	Coordinated	Facilitated	Stimulated
Advised	Critiqued	Guided	Taught
Arranged	Developed	Individualized	Trained
Clarified	Enabled	Instructed	Transmitted
Communicated	Evaluated	Motivated	Tutored
Conducted	Explained	Set goals	

CREATIVE SKILLS

Example: Scripted, planned, and created animated narrative sequences under tight deadlines, using computer software and hand drawing techniques.

Acted	Decorated	Fashioned	Invented	Photographed
Authored	Designed	Formulated	Made	Planned
Composed	Directed	Founded	Modeled	Revised
Conceptualized	Displayed	Illustrated	Originated	Shaped
Created	Entertained	Introduced	Performed	

HELPING SKILLS

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program two times per week.

Advocated	Counseled	Familiarized	Mentored
Aided	Diagnosed	Furthered	Provided
Answered	Educated	Helped	Referred
Cared for	Encouraged	Influenced	Rehabilitated
Clarified	Facilitated	Insured	Simplified

ORGANIZATIONAL SKILLS

Example: Compile, copy, sort, and file records of office activities and business transactions daily.

Approved	Collected	Implemented	Processed	Standardized
Arranged	Compiled	Inspected	Provided	Systemized
Cataloged	Corresponded	Maintained	Recorded	Updated
Categorized	Detailed	Monitored	Reviewed	Validated
Charted	Distributed	Operated	Scheduled	Verified
Classified	Filed	Organized	Sorted	
Coded	Generated	Prepared	Submitted	



RESUME ACTION VERBS

FINANCIAL SKILLS

Example: Forecast the prices at which securities should be syndicated and offered to the public.

Analyzed	Computed	Planned
Appraised	Developed	Projected
Audited	Estimated	Reconciled
Balanced	Forecasted	Reduced
Budgeted	Managed	Researched
Calculated	Marked	

MORE VERBS

Accomplished	Dispensed	Integrated	Promoted	Repaired
Achieved	Effected	Learned	Proofread	Represented
Acknowledged	Electrified	Listened	Proposed	Reserved
Adjusted	Endured	Logged	Protected	Resolved
Affected	Enlisted	Manipulated	Purchased	Scanned
Anticipated	Exchanged	Maximized	Quoted	Screened
Approached	Expanded	Merchandised	Ran	Selected
Asserted	Expedited	Met	Raised	Served
Assessed	Experienced	Minimized	Read	Sketched
Assisted	Explored	Modified	Realized	Sold
Attended	Followed	Navigated	Received	Sparked
Conceived	Found	Negotiated	Rectified	Spearheaded
Conciliated	Governed	Obtained	Redesigned	Staffed
Contributed	Handled	Perceived	Reduced	Studied
Controlled	Improved	Perfected	Related	Succeeded
Delivered	Informed	Pioneered	Remodeled	Traveled
Detected	Initiated	Preserved	Rendered	Treated
Devised	Innovated	Printed	Renewed	Unified

