



# Resume Writing Guide

## What is a resume?

- A well-organized summary of your educational and professional background.
- It includes pertinent personal data.
- It gives an overview of your entire work history, education, and skills.
- It is a way to summarize and sell your skills, abilities, and experiences.
- Your resume can help complete College Applications and provide information for Recommendation Forms for senior year.

## General Resume Guidelines:

- Your resume should be clear and concise
- Do not use first-person pronouns (I, me, my)
- Do not use templates
- General appearance is very important – make it easy to read and visually appealing
- Make sure your resume is ERROR FREE!

## General Format:

- Length
  - Your resume **should not** be more than one page
- Margins
  - Keep margins ½ - 1 inch
- Font
  - Size should be 10 - 12 point
  - Choose an easy to read font such as Arial, Times New Roman, Calibri, or Cambria
  - Maintain consistency with use of **bold**, *italics*, and spacing
- Balance
  - Balance text with white space to make it easy to read

## Resume Guidelines

### Contact Information

- This section is **required**
- Name should be in bold (14-20 point)
- Address – no abbreviations (spell out Avenue, Road, Circle, Street...)
- Phone number – use a reliable number that has a voicemail that you check often
- Email address -

### Objective

- This section is **optional**
- If you choose to include an objective, it should be targeted to a specific goal
- Make your objective concise

### Education

- This section is **required**
- Include the name and location of Liberty High School
- Include graduation date (June 20XX)
- GPA is optional
  - include only one GPA
  - specify weighted or unweighted
- You may choose to include relevant coursework
  - Choose 2-5 classes that represent knowledge in the area you are interested in pursuing
    - Check the Program of Studies to make sure you are using the correct and complete course title (Principles of Business Administration and Management, Honors Human Anatomy and Physiology)
    - Do not abbreviate course titles
- Academic Honors, Honor Societies, and Scholarships can be included in this section or listed in a separate section

### Skills

- This section is **optional**
- List only the categories that apply
  - Computer (Excel, PowerPoint, any software knowledge)
    - Acknowledge proficiency (beginner, intermediate, advanced)
  - Languages (other than English)
    - Acknowledge proficiency (beginner, intermediate, advanced, conversational, fluent)

### Experience

- This section is **required**
- Can include paid jobs, internships, and significant volunteer experiences

*Suggested format:*

**Title, Company, City, State**

Dates (month year – month year format)

- 3 – 5 bullet points
- Bullet points should be accomplishment focused
- Each bullet point should begin with an action verb

### **Leadership Experience**

- This section is **optional**
- Format this section the same way as the previous experience section

### **Activities/Athletics**

- This section is **optional**
- Maintain consistency with formatting
- Include dates

## FirstName LastName

7 Main Street, Eldersburg, MD 12345

555.555.5555

[youremail@mail.com](mailto:youremail@mail.com)

### Education

Liberty High School, Eldersburg, MD

Graduation: June 20XX

Relevant Coursework:

Weighted GPA: 3.81

- AP Biology
- AP Environmental Studies
- Honors Science Research
- Honors Human Anatomy and Physiology

Honors

- National Honor Society: 20XX, 20XX, 20XX
- Academic Honor Roll: 20XX - 20XX

### Work Experience

**Sales Associate**, The Retail Store, Eldersburg, MD

*June 20XX– Present*

- Maintain and restock inventory
- Provide outstanding customer service
- Train incoming associates in operating cash register system due to track record of excellence

**Child Care**, Eldersburg, MD

*August 20XX - Present*

- Provide childcare for a local family after school and on weekends
- Develop and implement fun and educational activities for children ages 2 – 8

### Volunteer Experience

**Eldersburg Science Fair**, Eldersburg, MD

*April 20XX – May 20XX*

- Drafted topic selection guide for students
- Organized student entries
- Recruited judges for the event

**Run for Life**, Westminster, MD

*October 20XX*

- Marketed event via social media
- Handled race day registration
- Assisted with clean up

### Leadership Experience

- Varsity Football Captain, 20XX
- Junior Varsity Lacrosse Captain, 20XX
- Student Government Association Treasurer, 20XX

## Resume Action Verbs

### MANAGEMENT SKILLS

- administered
- analyzed
- assigned
- attained
- chaired
- contracted
- consolidated
- coordinated
- delegated
- developed
- directed
- evaluated
- executed
- improved
- increased
- organized
- oversaw
- planned
- prioritized
- produced
- recommended
- scheduled
- strengthened
- supervised

### COMMUNICATION SKILLS

- addressed
- arbitrated
- arranged
- authored
- corresponded
- developed
- directed
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- motivated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recruited
- spoke
- translated
- wrote

### RESEARCH SKILLS

- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- surveyed
- systematized

### TECHNICAL SKILLS

- assembled
- built
- calculated
- computed
- designed
- engineered
- fabricated
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- trained
- upgraded

### TEACHING SKILLS

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- initiated
- instructed
- persuaded
- set
- goals
- stimulated

### FINANCIAL SKILLS

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecast
- managed
- marketed
- planned
- projected
- researched

### CREATIVE SKILLS

- acted
- conceptualized
- created
- designed
- developed
- directed
- established
- fashioned
- founded
- illustrated
- instituted
- integrated
- introduced
- invented
- originated
- performed
- planned
- revitalized
- shaped

### HELPING SKILLS

- assessed
- assisted
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- facilitated
- familiarized
- guided
- referred
- rehabilitated
- represented

### CLERICAL or DETAIL SKILLS

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specified
- systematized
- tabulated
- validated

**Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Education**

Liberty High School, Eldersburg, MD

Graduation: \_\_\_\_\_

Relevant Coursework:

GPA: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Work Experience**

Title \_\_\_\_\_, Company \_\_\_\_\_, City, State \_\_\_\_\_ Dates \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Title \_\_\_\_\_, Company \_\_\_\_\_, City, State \_\_\_\_\_ Dates \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Volunteer Experience**

Title \_\_\_\_\_, Company \_\_\_\_\_, City, State \_\_\_\_\_ Dates \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

**Leadership Experience/Activities/Athletics**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Skills**

Computer: \_\_\_\_\_

Languages: \_\_\_\_\_