

Guide to Resumé Writing

What is a Resumé?

A resumé is a one or two page summary of your skills, accomplishments, experiences, and education. When preparing a resumé, you are trying to capture a prospective organization's interest or attention. The goal of the resumé is to help you to get an interview. You don't have to be a skilled writer to write a great resumé.

Be prepared to write several drafts and follow the suggestions in this guide. Keep in mind that the time it takes to write a good resumé is well spent!



Be Prepared

As you create your resumé, be sure to organize your categories beginning with those that are most relevant to the opportunity. Consider what an organization is looking for in a candidate and make it easy for the reader to notice those qualifications by following these tips:

- *SELL YOURSELF
- *USE ACTIVE LANGUAGE
- *LIST MOST RECENT INFO, FIRST
- *CHECK FOR GRAMMAR
- *USE CONSISTANT FORMATTING

How To Build Your Resumé

Typical Resumé Content Areas

- Contact Information
- Education
- Work Experience
- Activities, Honors, Leadership
- Skills (Be specific)

Additional Content Headers

- Volunteer Activities
- Student Teaching/Clinical Experience
- Certifications
- Technical/Computer Skills
- Professional Affiliations
- Language Proficiencies
- Travel
- Accomplishments
- Military Experience
- Related Coursework
- Internship Experience

Things to Consider

Resumés should be tailored to the particular job you want, with specific information emphasized in order to grab an employer's attention. Always customize your resumé for each position you apply for. Use the job description as a guide: The information listed in the bullet points under each job heading should highlight skills related to the requirements of the job for which you are applying.

Margins: Adjust the margins to accommodate the look and length of your resumé. Typical margins are 1", but narrower such as 1/2" is acceptable.

Font: For ease of readability, use 12-point font. Sans serif fonts such as Times New Roman or Garamond are easy to read and comprehend. Font should be black, additional colors are not necessary.

Length: Most resumés are 1-2 full pages.

Appearance: Utilize consistent formatting and insert stylistic differences through bold, italic, and underlined font, sparingly. A resumé should be easy to read with appropriate white space.

ACTION Words

Achieved	Collaborated	Directed	Guided	Managed	Prevented	Revitalized
Acted	Composed	Discovered	Hired	Marketed	Prioritized	Scheduled
Activated	Condensed	Drafted	Improved	Minimized	Produced	Selected
Acquired	Conducted	Edited	Initiated	Mobilized	Programmed	Simplified
Adapted	Constructed	Eliminated	Informed	Monitored	Promoted	Skilled
Addressed	Contracted	Enabled	Inspected	Motivated	Publicized	Solved
Administered	Converted	Energized	Instituted	Negotiated	Published	Staffed
Analyzed	Coordinated	Enforced	Interpreted	Obtained	Received	Started
Anticipated	Counseled	Envisioned	Interviewed	Opened	Recommended	Strengthened
Assembled	Created	Established	Introduced	Operated	Recruited	Surveyed
Assigned	Cultivated	Evaluated	Invented	Organized	Reorganized	Supervised
Assisted	Customized	Expanded	Investigated	Originated	Repaired	Taught
Audited	Demonstrated	Explained	Improved	Oversaw	Reported	Tested
Budgeted	Determined	Forecasted	Jump-started	Performed	Researched	Trained
Calculated	Designed	Formed	Lead	Persuaded	Resolved	Upgraded
Centralized	Developed	Founded	Launched	Pioneered	Restored	Utilized
Changed	Devised	Generated	Maintained	Planned	Reviewed	Wrote



- When describing your experiences start bullet points with **ACTION** words.
- Use present tense for any current role and past tense for previous experiences.



Applicant Tracking Systems (ATS)

When you apply online, your application materials are likely to be filtered through an applicant tracking system (ATS). ATS collects, organizes and sometimes interprets your documents based on specific algorithms. Sometimes, potential employers will utilize an ATS to determine which candidates meet their interview criteria.

When applying online, consider the following:

- Use the job description as your guide to include key words and required qualifications.
- Incorporate key words and be sure to include your experiences, strengths and skills as they correlate to the qualifications and duties outlined in the job description.
- Utilize common category headings and avoid text boxes, columns, headers and footers, uncommon fonts and graphics/images.
- Bold, underline, italics and simple bullets are typically compatible.

The goal is to get your resume in the hands of a hiring manager, so be sure to create an organized, reader friendly document. Use an ATS friendly format by following the directions given in the application process closely and provide them with the type of document they request. If they do not specify, .docX documents are generally most compatible with ATS.

Pro Tips

What Makes a Strong Resume?

Include in your header:

Name, City, State, and contact info

Write a unique resume for each opportunity

Thoroughly read the job description and research the company. Describe your knowledge, skills and experiences in a way that speaks directly to that employer and position.

All experiences have value

You learn great transferable skills as a cashier, server, camp counselor or ice cream scooper. The question is: What skills were learned and how will those skills help in your next job? Think beyond the job description.

Include 5 key elements with your experiences

Make sure each position on your resume has five key elements: position name, organization, location, dates, and descriptive bullet points.

Be kind to the reader

Format your resume, consistently, to be read quickly and have key information highlighted. Use bullets, not paragraphs, and use active language.

Bonus!

- Use resume paper if you are handing a resume to an employer or sending via traditional mail.
- Invest in a padfolio to carry your resumes to an interview or career fair.
- If references are requested, list those on a separate page.

Reece S. Collins
Old Town, Maine * 207-827-5555 * reece.s.collins@maine.edu

EDUCATION
University of Maine, Orono, Maine, Anticipated May, 2022
Bachelor of Arts in Communication and Journalism, Minor in Marketing
GPA: 3.61/4.0, Dean's List student

Research Projects:

- Recruited as Research Assistant - Gender differences in communication of on-line computer support groups for cancer patients.
- The Importance of Public Relations to the Viability of the Health Care Industry
- The Influence of Communicative Competence Upon Roommate Relationships; presented at the College of Liberal Arts and Sciences Undergraduate Research Conference

HONORS AND AWARDS

- Presidential Academic Achievement Pin - 3.5 or higher grade point average
- Phi Kappa Phi National Honor Society, University of Maine Chapter, November 2020
- University of Maine All Maine Women Honor Society, Historian, Class of 2022
- Alice S. Ayling Academic Achievement Scholarship, four-year tuition
- Chester E. Bogusbas New England District of Circle K Scholarship, 2020
- Hannaford Regional Shop n' Save Academic Scholarship, 2019

EXPERIENCE

Special Projects Assistant, Academic Years 2018-2020
University of Maine Tutor Program, Orono, Maine

- Developed and implemented a public relations campaign for the Tutor Program including the creation of promotional materials: press releases, public service announcements, ad copy, brochures, news and feature stories and text for the home page on the website and social media sites
- Interviewed students on a regularly scheduled basis to access academic assistance needs
- Demonstrated the ability to handle multiple tasks with efficiency and accuracy by processing paperwork for the student assignments
- Assisted in processing payroll for a staff of 65 employees
- Coordinated an on-line computer conferencing system resulting in improved communication between office and tutors as well as reduction in paperwork
- Designed an effective training program for five new employees: *How to Improve Upon Completing the Intake Questionnaire*

Bank Teller, Summers 2017-2019
Key Bank of Maine, Auburn, Maine

- Processed financial transactions accurately and timely
- Resolved customer problems and provided current information about products and services
- Recognized for daily accuracy in proofing procedures
- Demonstrated trustworthiness and reliability; re-hired for three consecutive summers

Retail Sales Associate, 2015-2016
T.J. Maxx, Lewiston, Maine

- Processed retail sales and returns and provided customer service assistance to shoppers
- Exceeded minimum sales requirements per shift, including credit card application sales

COMMUNITY INVOLVEMENT

Manna Soup Kitchen, Volunteer, 2014-Present
University of Maine Circle K International Club, President (2020), Secretary (2019), Member since 2018

- Organized service projects to benefit campus and community
- Raised over \$6,000 for charities through our Annual Charity Ball and Walk for Humanity fund-raiser

Frequently Asked Questions

Should I use a template?

Templates may be difficult to customize.

The best option is to create your resumé in a Word or Google document. You can then create your own headers and categories, as well as use spacing, placement of items, and bold, italics or underlining of text to create a unique document.

Customization is very important.

Create your resumé to the specific job announcement.

References

Generally, references should be provided on a separate page.

How to Submit:

There are many ways to submit resúms. The most important aspect is following the website or employer directions of how to submit.

File Format: It is recommended to save application materials as a PDF or .docx when submitting electronically.

Supplemental Materials: If a cover letter is not requested, you can still write and add one to your application. This is great practice and, if done well, can add to your submission.

Email: Craft a concise and professional email when sending application documents. Make sure documents are saved and named appropriately. Use the advertised job title as the subject of your email message, citing any relevant job numbers as noted in the job posting.

Summary vs. Objective

It is a matter of what you want to tell the employer. Summaries tell of what you can bring to their company, while objectives let them know what you are looking for in a position. Often, objective statements are useful at job and career fairs when organizations are highering for multiple positions. Additionally, an objective can help you focus your resúms. Neither summaries or objective statements are a necessity to have on a resumé.

CV or Resumé?

Curriculum Vitae (CV) is commonly used in academic or research settings. They are typically 4+ pages and tend to be consistently added to with each new publication or research opportunity.

A resumé, on the other hand, is a shorter document meant to highlight experiences that will lend themselves to obtaining a professional position. These documents are unique to each job opportunity, versus a continuance of adding on experiences like a CV.

***Amongst the international community (outside of the U.S. and Canada, the terms resumé and CV are commonly used interchangeably).



Contact the Career Center to schedule an appointment if you have further questions regarding application materials.

These Resumés are samples only; They provide stylistic ideas and should not be copied.

<div><div><div>Ari A. Lawrence</div><div>1054 Main St. Glenburn, ME 04401 (207) 826-5318 Ari.lawrence@maine.edu</div></div></div>	
EDUCATION:	UNIVERSITY OF MAINE, Orono, ME Bachelor of Science in Biology (Anticipated, May 2022)
RESEARCH EXPERIENCE:	UNIVERSITY OF MAINE, Orono, ME Dr. Irving Kornfield's Research Lab <i>Laboratory Aide</i> (May 2020 – May 2022) <ul style="list-style-type: none">Performed DNA extractions on a diversity of vertebrate and invertebrate samplesPerformed PCR and agarose gel electrophoresisAssisted in acrylamide sequencing of microsatellite lociExecuted data entry on programs such as Microsoft ExcelMaintained laboratory cleanliness including autoclavingResearched many outside sources on behalf of Dr. Kornfield and graduate students UNIVERSITY OF MAINE, Orono, ME The School of Biology and Ecology <i>Field and Laboratory Aide</i> (May-September 2020) <ul style="list-style-type: none">Assisted in comprehensive field study of the eel populations in 6 rivers in Maine. Duties included collection of species, collection of data of individuals such as weighing, measuring length, sex determination, otolith extraction, embedding, cutting, polishing, staining and readingExecuted data entry on programs such as Microsoft ExcelPerformed general laboratory maintenance
RELEVANT EXPERIENCE:	UNIVERSITY OF MAINE, Orono, ME Support of Science Students <i>Tutor and Student Academic Advisor</i> (September 2020-2021) <ul style="list-style-type: none">Organized weekly tutoring meetings in most first and second year coursesAssisted students in learning good study habits and test taking techniquesOutlined basic concepts in group learning settingOrganized outside events for students' enrichment and learningMaintained the Resource Room including the computers and references
LEADERSHIP:	Alpha Phi International Women's Fraternity: Secretary, Guard, Rush Chair, Vice President of Recruitment Rape and Sexual Assault Committee: Student Member Prism Yearbook Service Board Panhellenic Council Member UMaine Dirigo Leadership Weekend Workshop
ADDITIONAL INFORMATION:	Extensive experience with Microsoft Office and Google Suites Enjoy working with others in a team atmosphere Feel gratification when working in the science field especially when individually working to help meet a common and central goal.

<div><div><div>MACKENZIE L. CROSBY</div><div>mackcrobsy@maine.edu Orono, ME 04473 (207) 866-0122</div></div></div>	
OBJECTIVE	An entry-level accounting position that will allow me to apply my skills and further develop my knowledge of accounting.
EDUCATION	UNIVERSITY OF MAINE, Orono, Maine B.S. Business Administration with a concentration in Accounting GPA: 3.30
RELEVANT COURSES	Principles of Accounting I & II Intermediate Accounting I & II Cost Accounting Auditing Legal Environment of Business Principles of Management Federal Taxation of Individuals Finance
HONORS/ ACTIVITIES	Dean's List, First Place Regional Business Competition - Advanced Keyboarding, Academic Achievement Award, National Honor Society, Yearbook Editor, Maine Business School: MBS Corps-Treasurer
RELEVANT EXPERIENCE	UNIVERSITY OF MAINE, Orono, Maine <i>Career Assistant - Career Center</i> <ul style="list-style-type: none">Schedule student appointments using scheduling software.Answer phones and disseminate information to students, faculty and employers.Assist the Recruiting Coordinator using database management software. MACHIAS SAVINGS BANK, Calais, Maine <i>Teller</i> <ul style="list-style-type: none">Cashed checks and performed cash advances for customers.Processed deposits, withdrawals and payments for personal and business accounts.Opened safety deposit box accounts and assisted customers into and out of the vault to access safe deposit boxes.Balanced the cash drawer and did back-up work at the end of the day. CALAIS ACE HOMECENTER, Calais, Maine <i>Cashier</i> <ul style="list-style-type: none">Performed cash sales, sales on account, layaways and making payments.Assisted customers successfully.
	Expected graduation date: May 2022
	Fall 2020-Present
	Summers 2019-2020
	Fall 2018-Summer 2019