

Your resume is usually your first point of contact with an employer. When viewed this way, it is crucial to make a positive impact with your document. A resume is used to show that you have the knowledge, experience and skills relevant to a particular job and to entice the employer to interview you. Since most employers spend less than a minute scanning a resume, the information must stand out.

NAME

Muhlenberg College Email Address
Mobile Phone Number - LinkedIn URL

Address (Local)
(Permanent)

Address

OBJECTIVE

An objective is an older statement that is still seen on some resume templates, but is generally not used within the modern application process.

EDUCATION

Major (Track or emphasis if applicable)

Expected graduation month & year

Minor:

Muhlenberg College, Allentown PA

GPA: (3.0 or above ONLY) Awards:

Study Abroad

RELEVANT PROJECTS

- Insert accomplishment statement focusing on a specific project or research done during a course.

WORK EXPERIENCE (Can also be listed as relevant work experience, internship experience, etc.)

Company Name, City, State

Month year - Month year (starting with your MOST RECENT)

Title of position

- Insert accomplishment statement here. This is a one sentence description starting with an action verb of what you did at your previous position(s). Think about not just what you did, but what you gained from the position as a developing professional.
- List 2-4 bullets from each previous work experience.
- List the correct tense with your action verbs and end each statement with a period.
- Statements should highlight skills, achievements, and results.

LEADERSHIP AND VOLUNTEER WORK (Can also be listed as collegiate, athletic or other experience)

Organization Name

Month year - Month

year

Role

- Insert accomplishment statement, or other relevant information such as conferences attended here.
- If you are not an officer in a club it is still ok to list the experience.

Do not list references here. They go on a separate page.

Characteristics of a Good Resume

Brief (depending on field)

Keep your resume to one page. Unless you have considerable work experience and/or advanced degree(s), one page is appropriate. Later in your professional career, your resume will expand to two pages. High school information should be removed after your first year at Muhlenberg.

Consistent

Consistency is important. For example, if you abbreviate Pennsylvania-PA in your contact information, continue to do so throughout the resume.

Dynamic

Use “action” verbs to describe your duties and how you went about them when addressing your experience.

Meticulous

Spelling and/or grammatical errors should be non-existent in a resume. Careless errors and a sloppy appearance are good reasons for a resume to be rejected.

Well Organized

A resume can either open or close a door for you. It is important that you carefully organize the information so that it demonstrates your strong points at-a-glance, while emphasizing your achievements and skills.

Action Verb List

<u>Accounting</u> Record Assess Audit Prepare Maintain Forecast Calculate Estimate Figure Appraise Examine Measure Verify	<u>Administration</u> Monitor Track Assess Coordinate Organize Requisition Access Receive Process Serve Furnish	<u>Analysis</u> Qualify Clarify Quantify Infer Discover Conceptualize Discern Interpret Dissect Review Observe Assess	<u>Consulting</u> Troubleshoot Problem Solve Assess Assist Arrange Guide Counsel Survey Serve Review Motivate Train	<u>Counseling</u> Facilitate Listen Sense Intuit Assess Analyze Align Help Understand Inform	<u>Editing</u> Review Analyze Check Compare Comment Correct Rewrite Revise Rework Amend Improve Initiate Investigate	<u>Design</u> Organize Explore Formulate Sketch Draw Draft Layout Create Plan Style Pattern Build	<u>Finance</u> Analyze Invest Budget Inventory Evaluate Appraise Construct Develop Acquire Deploy Manage Project
<u>Human Resources</u> Assess Survey Screen Analyze Interview Select Train Mediate Appraise Coordinate Align	<u>Information</u> Appraise Program Link Coordinate Manage Process Document Categorize Design Structure Inventory Analyze	<u>Innovating</u> Create Modify Change Upgrade Improve Design Activate Restructure Establish Stimulate Implement Transform	<u>Investigate</u> Pursue Interrogate Question Analyze Intuit Seek Search Probe Coordinate Explore	<u>Leadership</u> Create Lead Encourage Manage Organize Compare Inspire Represent Govern Direct Advise	<u>Management</u> Coordinate Facilitate Plan Schedule Delegate Mediate Evaluate Strategize Develop Listen Counsel	<u>Marketing</u> Review Assess Survey Analyze Identify Announce Promote Advertise Advance Boost Improve	<u>Mechanical</u> Analyze Construct Craft Troubleshoot Create Design Engineer Repair Align Coordinate Manipulate Examine
<u>Organizing</u> Simplify Classify Organize Prioritize Maintain Liaison Assist Support Arrange	<u>Persuading</u> Present Articulate Clarify Challenge Negotiate Inquire Reason Influence Convince	<u>Program Development</u> Analyze Design Construct Develop Prepare Strategize Coordinate Formulate	<u>Public Relations</u> Assess Prepare Coordinate Present Negotiate Publicize Strengthen Promote	<u>Research</u> Identify Evaluate Review Assess Test Compare Analyze Critique Explain	<u>Teaching</u> Educate Tutor Stimulate Inform Instruct Facilitate Awaken Explore Advise	<u>Technical</u> Conceptualize Design Troubleshoot Inspect Locate Edit Analyze Implement Construct	<u>Writing</u> Conceive Construct Craft Integrate Interpret Capture Abstract Express Inform