



# RESUME WRITING GUIDE

## What is a Resume?

- a brief summary of your abilities, experience and skills
- a personal advertisement – your opportunity to convince the employer that you are worth interviewing

- Limit the resume to ONE page.
- The average employer will only take about **15 - 20 SECONDS** to read your resume!
- Make sure that your resume is neat and it is easy for the reader to find the **important** information quickly.
- Standard font size is 11 – 12. You may play with the font size or margins to fit everything.



## RESUME CHECKLIST

### GENERAL

- Is all the text the same font? Are they all aligned?
- Do all the headers and titles look the same?
  - Same size, font, text, bolded, underlined, etc...
- Is your resume still one page?

**You may not be able to fit every job you have had. That's okay! Choose the jobs that were important to you and demonstrate your skills.**

### CONTACT INFORMATION

- Is all your contact information accurate? (address, cell, email)
- Does your name stand out? Is it **BIG & BOLD**?
- Do you have an appropriate email address?

### EDUCATION

- Has your graduation year changed?
- If you included a GPA, has your GPA changed? (it's not necessary to include your GPA)
- Are you taking any A.P./Honors classes? If so, add "Courses included" and list them
- New achievements such as "Honor Roll"

### SKILLS

- Have you recently learned any new languages? Technology? Software Programs?
- New certifications? CPR/First Aid?

### WORK or VOLUNTEER EXPERIENCE

- Have you added your current or most recent job?
- Are your jobs in reverse chronological order? (Most recent job is first)
- Do your work/volunteer position include:
  - Company/Organization Name?
  - Your Job Title?
  - Start and End Dates? (month and year)
  - City, State?
- Is everything in the proper tense? Past vs. Present
- Are all job responsibilities listed as action verbs? **DO NOT** write full sentences or use the personal pronoun "I".
  - i.e. "Attended weekly meetings" NOT "I attended weekly meetings"

**The next few pages contain sample resumes from real students. You should explore your own style and not feel limited to the following styles shown below.**

# TOM BRADY

555 Amory Street  
Jamaica Plain, MA 02109  
Cell: (617) 555-4321  
Tom.Brady@gmail.com

*This resume has a balance of work  
& volunteer experiences.  
Font: Times New Roman, size 11*

## EDUCATION:

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### Community Academy

Boston, MA

College Preparatory Curriculum, Class of 2016  
Course load includes Honors & Advanced Placement classes

## SKILLS:

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Computer: Proficient in Microsoft Word, Excel, and PowerPoint  
Language: Bilingual in Spanish and English  
Personal: Highly organized, strong interpersonal skills, detail-oriented

## WORK EXPERIENCE:

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- 10/15 – Present **Best Buy** Cambridge, MA  
*Sales Associate*
- Develop great cooperation skills while working among other associates
  - Able to provide quality customer service in a professional manner at all times
  - Collaborate and volunteer with fellow colleagues in projects for community development
- 6/14 – Present **Self-Employed** Boston, MA  
*Landscaping & Furniture Mover*
- Maintain and refurbish yards and gardens
  - Fix overgrown lawns and lands for local residents
  - Perform spring cleanup and garden care in community
- 7/14 – 8/14 **Aramark Corporation** Boston, MA  
*Concessions Salesperson*
- Sold food items to fans at Fenway Park
  - Dealt with large sums of money and tabulated all sales at the end of each night
  - Ensured that concessions stand was properly stocked

## VOLUNTEER EXPERIENCE:

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- 9/14 – Present **CA Guidance Office** Boston, MA  
*Student Assistant*
- Answer telephone and transfer calls to the appropriate counselor
  - Collate student mailings
  - Sort mail into teachers' mailboxes
- 4/14 – 6/14 **Action for Boston Community Development Inc. (ABCD)** Boston, MA  
*Volunteer Tax Preparation Assistant*
- Assisted low-income families with tax preparation
  - Translated documents from Spanish to English

## HONORS & AWARDS:

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- National Honor Society (2015)
- Honor Roll (no grade lower than a B-) (2013, 2014)

## ACTIVITIES:

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- Varsity Basketball Team (2014 – Present)
- CA Band, Trombone (2013 – Present)

# Shawn C. Carter

2201 Washington Street | Boston, MA 02119  
Cell: 617-555-4321 | [Shawn.Carter@gmail.com](mailto:Shawn.Carter@gmail.com)

*This resume focuses more on  
volunteer experience.  
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## EDUCATION

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**Community Academy**  
Class of 2017

Boston, MA

## SKILLS

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- Some knowledge of Spanish (3 years of study)
- Highly organized and efficient. Strong multi-tasking abilities, resourceful
- Strong interpersonal skills and enjoy working with people
- Proficient in Microsoft Word, Excel, and PowerPoint
- Knowledge of Java (5 years); Lua (2 years)

## VOLUNTEER EXPERIENCE

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**Tour Guide – Museum of Science**

Cambridge, MA

September 2015 – Present

- Provide tours to second graders with the Eye Opener Program
- Shadow veteran volunteers to learn more about facility and exhibits
- Learn more about the museum and myself

**Council Member – Roxbury Tenants of Harvard Youth Council**

Boston, MA

March 2014 – Present

- Budget upcoming projects and events
- Increase youth participation in the community
- Arrange and form projects for the purpose of building awareness in the community

**Peer Mentor/Tutor – Community Academy**

Boston, MA

October 2013 – June 2014

- Aided an eighth grader in understanding certain principles of Pre-Algebra
- Provided useful tips to underclassmen to succeed in high school

## ACTIVITIES

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- CA Pre-Medical Society (2014 - Present)
  - Attended meetings and connected with guest speakers from local hospitals
- CA Varsity Soccer Team (2012 - Present), selected Captain for 2015 Season

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### Another Option:

**Museum of Science**

*Tour Guide*

- Provide tours to second graders with the Eye Opener Program
- Shadow veteran volunteers to learn more about facility and exhibits
- Learn more about the museum and myself

Cambridge, MA

September 2015 – Present

*This resume focuses more on  
work experience.  
Font: Twentieth Century MT,  
size 10.5*

# ALICIA KEYS

1600 PENNSYLVANIA AVENUE NW • WASHINGTON, D.C. 20500  
CELL: (617) 400-9000 • ALICIA.KEYS@GMAIL.COM

## EDUCATION:

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**Community Academy**  
Class of 2016

Boston, MA

## SKILLS:

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Computer: Proficient in Microsoft Word, PowerPoint, and Publisher  
Some knowledge of JavaScript and HTML

Language: Bilingual in Haitian Creole and English

Personal: Experience in clerical work and able to communicate efficiently via phone

Quite comfortable with public speaking; dedicated, strong work ethic, and highly professional

## WORK EXPERIENCE:

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September 2015 – Present

**Children's Hospital**

Boston, MA

### Office Assistant

- Re-shelve journals and scan interlibrary loan articles
- Help the library assistant with bindery orders; shift book and journal collections
- Retrieve articles online for staff using PubMed online database

July 2015 – August 2015

**State Street Corporation**

Boston, MA

### Strategy & Business Development Intern

- Called over 25 people to set up interviews for the Professional Development Program
- Organized the materials needed for the interviewers and escorted interviewees
- Helped organize event for Bentley High School students for Wall Street 101 program
- Expanded knowledge in finance, financial markets and software utilities required for entry level employees
- Migrated pre-existing 2003 Microsoft Share Point site to the 2007 edition

July 2014 – August 2014

**Walter Denney Center**

Dorchester, MA

### Camp Counselor

- Planned educational activities for campers and encouraged participation
- Advised children in certain academic subjects for the next school year
- Maintained a positive and exemplary attitude and provided support to campers

October 2013 – June 2014

**Dorchester Teen Violence Prevention Project**

Dorchester, MA

### Peer Leader

- Budgeted upcoming projects and events for the purpose of building awareness in the community
- Composed letters for grants and donations for various events and initiatives
- Facilitated and coordinated weekly group meetings and participated in board meetings
- Strengthened the groups productivity through constructive criticism, guidance, and encouragement

# Lenny Kravitz

555 Amory Street  
Jamaica Plain, MA 02130  
Cell: 617-488-1300  
Lenny.Kravitz@gmail.com

*This person has limited experience.  
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## EDUCATION

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**Community Academy**  
Class of 2018

Boston, MA

## SKILLS

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Language: Bilingual in Spanish and English  
Computer: Some experience with Microsoft Word and Excel  
Personal: Strong attention to detail, focused, and determined

## PROFESSIONAL DEVELOPMENT

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**Boston Private Industry Council**

Boston, MA

*Student*

October 2012 – Present

- Participate in various job readiness workshops including mock interviews, job etiquette, and job search strategies
- Attended Job Shadow Day event at Brigham and Women's Hospital

## ACTIVITIES/INTERESTS

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- Basketball
- Football

# ACTION WORDS AND POSITIVE WORDS TO DESCRIBE YOURSELF

## **A**

achieved  
acted  
added  
administered  
advised  
analyzed  
applied  
appraised  
approved  
arranged  
assembled  
assisted  
attended

## **B**

balanced  
bought  
budgeted  
built

## **C**

carried  
centralized  
changed  
checked  
clarified  
cleaned  
coached  
collated  
compared  
compiled  
completed  
composed  
computed  
communicated  
conceived  
condensed  
controlled  
converted  
conveyed  
coordinated  
corrected  
corresponded  
counseled  
created  
cut back on

## **D**

dealt with  
decided  
defined  
delivered  
demonstrated  
designed  
determined  
diagnosed

directed  
diverted  
distributed  
drove  
duplicated

## **E**

edited  
encouraged  
enlisted  
established  
equipped  
ensured  
evaluated  
exacted  
examined  
expanded  
expedited  
experimented  
extracted

## **F**

facilitated  
fed  
finalized  
financed  
fired  
folded  
fostered  
found  
founded  
furnished

## **G**

generated  
governed  
guaranteed  
guided

## **H**

handled  
headed  
helped  
hired  
hypothesized

## **I**

identified  
illustrated  
implemented  
improved  
improvised  
increased  
influenced  
informed  
initiated  
innovated

inspected  
installed  
instituted  
instructed  
integrated  
interpreted  
interviewed  
introduced  
invented  
investigated

## **J**

judged

## **L**

launched  
learned  
lectured  
led  
liquidated  
listed  
located  
logged  
lowered

## **M**

maintained  
managed  
measured  
merged  
minimized  
modernized  
modified  
motivated

## **N**

negotiated  
notified  
numbered

## **O**

observed  
obtained  
opened  
operated  
organized  
overhauled  
oversaw  
outlined

## **P**

packed  
patrolled  
persuaded  
photocopied  
picked out  
planned

posted  
prepared  
prescribed  
processed  
produced  
published  
purchased

## **Q**

qualified  
questioned

## **R**

raised  
read  
realized  
received  
recorded  
recruited  
reduced  
refined  
related  
reorganized  
reported  
represented  
researched  
responded  
restored  
restructured  
retrieved  
revamped  
reviewed  
revised

## **S**

selected  
served  
serviced  
set up  
shipped  
showed  
simplified  
sold  
solved  
sorted  
staffed  
standardized  
started  
strengthened  
studied  
supplied  
supported  
supervised  
systematized

## **T**

tabulated  
tailored  
tape-recorded  
taught  
tended  
told  
totaled  
tracked  
trained  
transacted  
transferred  
translated  
transported  
treated  
typed

## **U**

uncovered  
undertook  
unified  
updated  
upgraded  
used

## **V**

verbalized  
verified

## **W**

weighted  
withstood  
worked  
wrote

able to  
administrative  
analytical  
bilingual  
broad scope  
capable  
collaborative  
consistent  
competent  
creative  
dedicated  
effective  
experienced  
efficient  
extensive  
exceptional  
flexible  
global  
imaginative  
intensive  
in depth

innovative  
able to listen  
motivated  
reliable  
responsible  
team work  
worked well with