

LIST OF ACTION VERBS

Administer	Make
Aid	Market
Amplify	Maximize
Analyze	Measure
Apply	Mentor
Assist	Modify
Collaborate	Obtain
Collect	Offer
Communicate	Oversee
Convey	Perform
Correspond	Plan
Define	Produce
Delegate	Provide
Deliver	Recognize
Demonstrate	Research
Develop	Select
Distinguish	Stimulate
Foster	Strategize
Gain	Supervise
Generate	Train
Guide	Unite
Initiate	Utilize
Launch	Work



Use the action verbs in the correct verb tense and make sure that **you use a different action verb each time.**

JOIN HANDSHAKE!

Upload your resume and cover letter on Handshake!

- Click on “My Documents” in the drop down menu when you click on your profile picture on the top right of the screen.
- Then upload the documents you would like to be reviewed.
- We will provide feedback to your materials as quickly as we can!



 Handshake

NEED ADDITIONAL HELP?

Make an appointment with a career center professional on Handshake:

- Click on “Career Center” at the top of Handshake.
- Then click on “Appointments” and choose your appointment type.
- Make sure to bring your resume and any other materials you want reviewed to the meeting!



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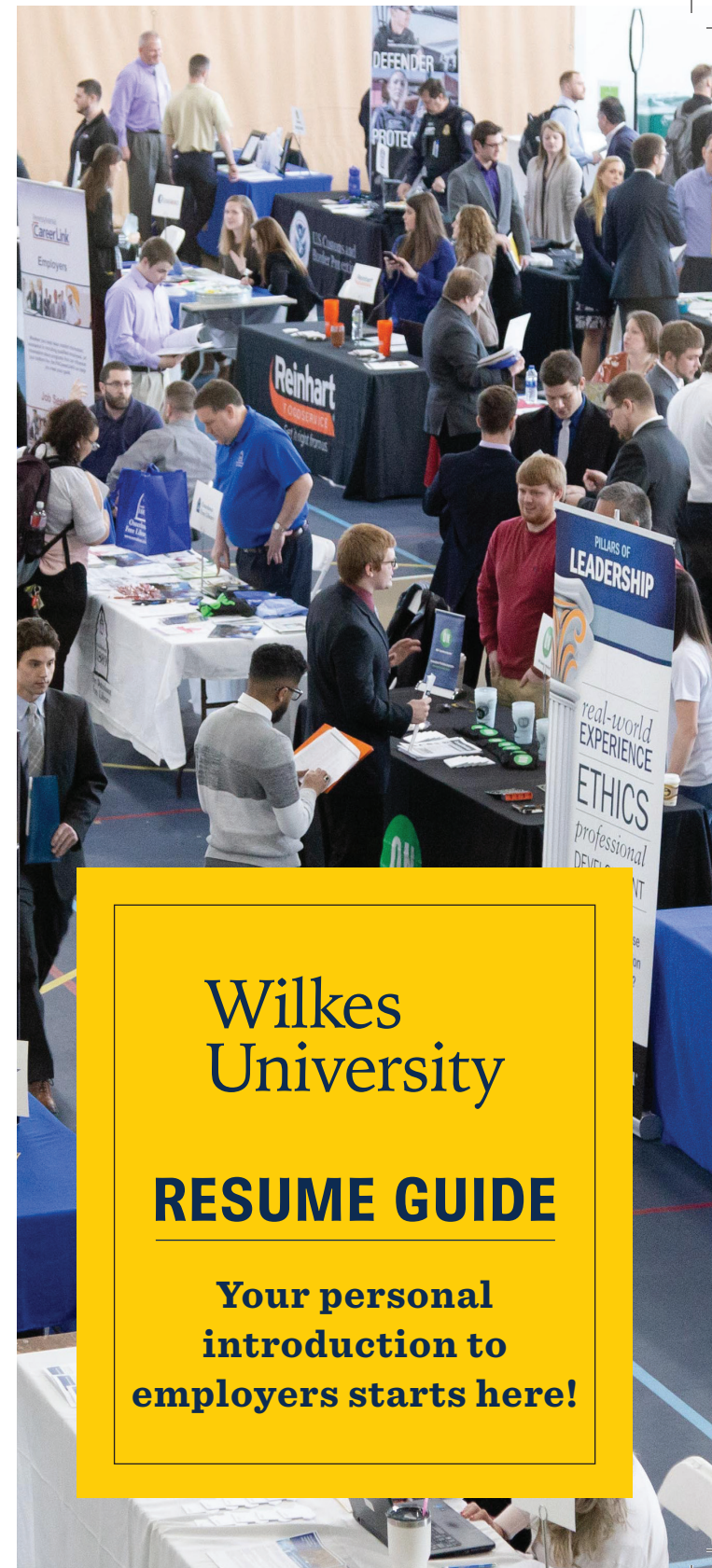
FOR MORE INFORMATION, CONTACT:

Center for Career Development and Internships
570-408-4060

Rear 236 S. River St, Wilkes-Barre, PA

Behind the Henry Student Center by the Gateway

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RESUME GUIDE

**Your personal
introduction to
employers starts here!**

Sections of a Resume

IMPORTANT RULES

- Do not use “I” statements.
- Do not use a template. Keep your resume clean and succinct.
- Stay consistent with the resume format and utilize the same font throughout.
- Undergrads should only have one full page of a resume!

LET'S GET PERSONAL!



Start with your name, followed by contact info such as city and state, phone number and email address. You may include a personalized LinkedIn URL as long as it is up to date and professional. Remember to set up a professional voicemail message!

First Last

Wilkes-Barre, PA | First.last@wilkes.edu | 570-867-5309 | www.linkedin.com/firstlast

OBJECTIVE STATEMENT

An objective statement should briefly communicate to an employer what job you are seeking. Always tailor it for the job you seek. If there is no specific job advertised and you are applying for possible openings in an organization of interest, mention the qualifications you possess as they relate to the organization's mission.

Objective Statement: A Mechanical Engineering position in manufacturing operations and mechanical and development where mechanical aptitude and commitment to safety can contribute to profits and efficiency.

EDUCATION

_____	_____
(School Name City, State)	(Month Year of Expected Graduation)

(Major, Spell out BS, BA, MBA, etc.)	
_____ } _____	You can add GPA, if over 3.0; Dean's List; Relevant Coursework, Academic Highlights including research

EXPERIENCES

Let's talk about your experiences. They could be relevant or general work experiences.

- You want to be sure to provide detail in your action verb statements.
- Also, always look to **quantify** your experiences.
- Utilizing **bullet points** will help you distinguish different work duties you have performed.
- Lastly, be sure to use **varying action verbs and in the correct tense!**

_____	_____
(Name of Company City, State)	(Month Year – Month Year or Present)

(Name of Title)	
• _____	(Action verb statement in the correct tense)
• _____	(Action verb statement in the correct tense)

PROJECT, ACTION, RESULT

Please follow the PAR format for each bullet point!

1. Project - the subject
2. Action - the action verb
3. Result - what happened?

Rita's Italian Ice Whitehall, PA	March 2015 – October 2015
Team Member	
• _____	Delivered timely customer service to patrons through effective communication and efficient time management of duties

STOP!

- DO NOT write out soft skills such as organization, time management, professionalism, communication, leadership, etc. in the skills section.
- Instead, use the action verb statements in your experiences sections to display those characteristics!



ACTIVITIES

- This section can include different experiences:
 - Leadership
 - Volunteer
 - Civic Engagement
- Be consistent with formatting and list everything from most recent to least recent. Include the month and year for when this occurred.

SKILLS

- Keep it simple!
- A resume should not have complete sentences so the skills section should follow suit.
- List technical, hardware, software, machinery and language skills.
- If you include licenses and certifications to your resume, please add the month and year you attained them and align it with the other dates on your resume.

