

# GENERAL RESUME GUIDE

**Contact Information:**

- Your name should be 2 or 3 font sizes larger than the text
- Include only one phone number and one professional email address
- Full street address is not required

**Common Headings**

- Education
- Work Experience
- Employment
- Activities
- Involvement
- Leadership
- Volunteering
- Computer Skills
- Technology
- Awards and Honors
- Summary or Profile

**Ima Plyen**  
 ima.plyen@slu.edu | (123) 456-7890 | linkedin.com/in/ima-plyen

**PROFILE**  
 Dynamic communication graduate seeking to combine academic knowledge with practical experience to develop promotional strategies. Incorporate practical experience in market analysis with well-developed communication skills to design successful campaigns via print and digital media.

**EDUCATION**  
**Saint Louis University** St. Louis, MO  
 Bachelor of Arts in Communication, Minor in Spanish May 202X  
**Study Abroad: Saint Louis University-Madrid** Madrid, Spain

**RELATED EXPERIENCE**  
 Chesterfield Mall Chesterfield, MO  
**Market Research Project** September 202X-November 202X

- Performed market research for mall manager in order to expand target segments
- Collected and analyzed data, recommended short and long-term management strategies, and designed promotions

Florida Power Corporation St. Petersburg, FL  
**Intern** June-August 202X and June-August 202X

- Assisted engineers and marketing personnel in the Energy Conservation Department with designing, developing, and distributing public information literature, and conducting public education programs
- Developed strong design and editing skills using InDesign and PowerPoint software

**WORK EXPERIENCE**  
 Saint Louis University Office of Admission St. Louis, MO  
**Intern** September 202X-Present

- Supervised 15 student ambassadors to provide excellent customer service by offering constructive feedback
- Communicated with 200 prospective students via phone and email to ensure prompt customer service
- Provided support to 3 admissions counselors, including contacting high schools and arranging campus visits

**Ambassador/Tour Guide** September 202X-202X

- Provided tours and information to groups of up to 20 potential students and families
- Marketed the university effectively and positively by answering questions and providing resources

**LEADERSHIP EXPERIENCE**  
 Saint Louis University St. Louis, MO  
 Relay for Life October 202X-Present  
**Marketing Committee Member** March 202X-Present

- Designed and distributed promotional material using InDesign to enhance our organization's brand
- Researched and developed a marketing plan, resulting in a 10% increase in campus participation
- Networked and obtained \$800 in sponsorship from local vendors

Phi Kappa Theta Fraternity St. Louis, MO  
**Philanthropy Chair** January 202X-Present

- Planned promotional strategies and goals for events that raised \$10,000 for the Children's Miracle Network, doubling previous year's donations

**Vice President, Public Relations**

- Wrote a national report relating chapter's internal and external relations projects, resulting in nomination for the 2024 Outstanding Community Involvement Award
- Oversaw all publicity efforts related to Homecoming and philanthropic events

**SKILLS**

- Language: Fluent Spanish, Basic French
- Software: Adobe InDesign & Photoshop, Microsoft Publisher & PowerPoint

**Education:**

- Full title of your degree, majors, minors
- Spell out "SAINT LOUIS UNIVERSITY"
- Your graduation date
- List GPA if 3.0 or above
- Include study abroad

**Experiential Learning:**

- Describe practicum, clinical preceptorship, student teaching
- Describe internship(s), co-ops
- Describe year-long senior projects

**Work Experience:**

- Describe positions you have held
- List in reverse chronological order
- Each bullet point starts with an action verb in the past tense

**Skills Section:**

- Optional
- Include hard skills such as technology, languages, and certifications
- Save soft skills for accomplishment statements

**Leadership/Involvement:**

- List offices you have held
- Describe duties performed
- Describe skills you learned/used

**General Reminders**

- 0.5" minimum margins
- 10-12pt font size
- AI can help you build a resume, but you will need to revise it further
- Don't use a template
- Don't include high school information after sophomore year
- Don't provide references or use the phrase "References available upon request"
- Don't use an "Objective" statement
- Don't use personal pronouns

## Composing a Bullet Statement

<p><b>Before:</b>          "I was responsible for new employees."</p>	<p><b>1) Skills</b>          What skills did I use?          (Express as a past-tense action verb.)</p>	<p><b>2) Tasks/Activities</b>          What did I do?          (Be descriptive and dynamic.)</p>	<p><b>3) Results</b>          What did I accomplish?          (Describe impact.)</p>	<p><b>After:</b> "Trained 15 new employees on office procedures, customer service, and database management which increased the productivity of the team and organization."</p>
<p>→      →      →      →</p>				
<p><b>Include quantifiable data as proof - How much? How many?</b></p>				

**SAMPLE RESUME:** Your resume will be unique to you and customized accordingly. Be sure to contact Career Services for a review either by scheduling an appointment on Navigate360, calling (314) 977-2828, or by submitting your document in Handshake.

# RESUME ACTION VERBS

- Start bullet statements with action verbs that describe work duties and accomplishments
- Avoid using the same verb more than once if possible – as a variety enhances your resume
- Review this list of possible synonyms categorized by the skills employers seek

Research	Leadership & Management	Communication	Problem-Solving
<ul style="list-style-type: none"> <li>- Analyzed</li> <li>- Assembled</li> <li>- Collaborated</li> <li>- Collected</li> <li>- Communicated</li> <li>- Compiled</li> <li>- Conducted</li> <li>- Demonstrated</li> <li>- Designed</li> <li>- Devised</li> <li>- Diagnosed</li> <li>- Equated</li> <li>- Evaluated</li> <li>- Examined</li> <li>- Extracted</li> <li>- Formulated</li> <li>- Identified</li> <li>- Inspected</li> <li>- Interviewed</li> <li>- Investigated</li> </ul>	<ul style="list-style-type: none"> <li>- Administered</li> <li>- Analyzed</li> <li>- Anticipated</li> <li>- Assessed</li> <li>- Assigned</li> <li>- Attained</li> <li>- Chaired</li> <li>- Consolidated</li> <li>- Contracted</li> <li>- Coordinated</li> <li>- Delegated</li> <li>- Developed</li> <li>- Directed</li> <li>- Empowered</li> <li>- Evaluated</li> <li>- Executed</li> <li>- Improved</li> <li>- Increased</li> <li>- Initiated</li> <li>- Maintained</li> </ul>	<ul style="list-style-type: none"> <li>- Addressed</li> <li>- Advised</li> <li>- Arbitrated</li> <li>- Articulated</li> <li>- Clarified</li> <li>- Connected</li> <li>- Corresponded</li> <li>- Defined</li> <li>- Developed</li> <li>- Drafted</li> <li>- Edited</li> <li>- Explained</li> <li>- Formulated</li> <li>- Integrated</li> <li>- Interpreted</li> <li>- Interviewed</li> <li>- Led</li> <li>- Listened</li> <li>- Mediated</li> <li>- Moderated</li> </ul>	<ul style="list-style-type: none"> <li>- Adapted</li> <li>- Adjusted</li> <li>- Allocated</li> <li>- Analyzed</li> <li>- Assessed</li> <li>- Clarified</li> <li>- Collaborated</li> <li>- Completed</li> <li>- Consulted</li> <li>- Created</li> <li>- Decided</li> <li>- Delegated</li> <li>- Devised</li> <li>- Diagnosed</li> <li>- Endorsed</li> <li>- Ensured</li> <li>- Established</li> <li>- Examined</li> <li>- Executed</li> <li>- Expedited</li> </ul>
<ul style="list-style-type: none"> <li>- Maintained</li> <li>- Measured</li> <li>- Observed</li> <li>- Operated</li> <li>- Questioned</li> <li>- Recognized</li> <li>- Refined</li> <li>- Surveyed</li> <li>- Synthesized</li> <li>- Tabulated</li> <li>- Tested</li> <li>- Theorized</li> <li>- Verified</li> <li>- Wrote</li> </ul>	<ul style="list-style-type: none"> <li>- Monitored</li> <li>- Obtained</li> <li>- Organized</li> <li>- Overhauled</li> <li>- Oversaw</li> <li>- Planned</li> <li>- Prioritized</li> <li>- Produced</li> <li>- Recommended</li> <li>- Restructured</li> <li>- Strengthened</li> <li>- Supervised</li> <li>- Supported</li> </ul>	<ul style="list-style-type: none"> <li>- Negotiated</li> <li>- Organized</li> <li>- Persuaded</li> <li>- Presented</li> <li>- Promoted</li> <li>- Proposed</li> <li>- Publicized</li> <li>- Read</li> <li>- Spoke</li> <li>- Summarized</li> <li>- Synthesized</li> <li>- Translated</li> </ul>	<ul style="list-style-type: none"> <li>- Finalized</li> <li>- Identified</li> <li>- Implemented</li> <li>- Improved</li> <li>- Improvised</li> <li>- Incorporated</li> <li>- Initiated</li> <li>- Innovated</li> <li>- Instituted</li> <li>- Invented</li> <li>- Managed</li> <li>- Mediated</li> <li>- Negotiated</li> <li>- Recognized</li> <li>- Restructured</li> <li>- Solved</li> <li>- Streamlined</li> <li>- Suggested</li> <li>- Troubleshoot</li> </ul>
Teamwork & Interpersonal	Analytical	Organizational	Teaching & Service
<ul style="list-style-type: none"> <li>- Advised</li> <li>- Arranged</li> <li>- Collaborated</li> <li>- Communicated</li> <li>- Conducted</li> <li>- Consulted</li> <li>- Contributed</li> <li>- Conveyed</li> <li>- Convinced</li> <li>- Coordinated</li> <li>- Created</li> <li>- Demonstrated</li> <li>- Developed</li> <li>- Directed</li> <li>- Endorsed</li> <li>- Entertained</li> <li>- Hosted</li> <li>- Influenced</li> <li>- Informed</li> <li>- Mediated</li> </ul>	<ul style="list-style-type: none"> <li>- Adjusted</li> <li>- Aligned</li> <li>- Assembled</li> <li>- Calculated</li> <li>- Catalogued</li> <li>- Clarified</li> <li>- Computed</li> <li>- Created</li> <li>- Critiqued</li> <li>- Detailed</li> <li>- Devised</li> <li>- Drafted</li> <li>- Engineered</li> <li>- Financed</li> <li>- Organized</li> <li>- Programmed</li> <li>- Refined</li> <li>- Restructured</li> <li>- Reviewed</li> <li>- Revised</li> </ul>	<ul style="list-style-type: none"> <li>- Arranged</li> <li>- Categorized</li> <li>- Classified</li> <li>- Collaborated</li> <li>- Collected</li> <li>- Compiled</li> <li>- Coordinated</li> <li>- Developed</li> <li>- Filed</li> <li>- Generated</li> <li>- Implemented</li> <li>- Improved</li> <li>- Incorporated</li> <li>- Maintained</li> <li>- Placed</li> <li>- Planned</li> <li>- Processed</li> <li>- Proposed</li> <li>- Sorted</li> <li>- Systemized</li> </ul>	<ul style="list-style-type: none"> <li>- Assessed</li> <li>- Contracted</li> <li>- Collaborated</li> <li>- Coordinated</li> <li>- Corrected</li> <li>- Counseled</li> <li>- Demonstrated</li> <li>- Designed</li> <li>- Developed</li> <li>- Encouraged</li> <li>- Evaluated</li> <li>- Facilitated</li> <li>- Fostered</li> <li>- Guided</li> <li>- Identified</li> <li>- Implemented</li> <li>- Inspired</li> <li>- Integrated</li> <li>- Lectured</li> <li>- Led</li> </ul>
<ul style="list-style-type: none"> <li>- Motivated</li> <li>- Negotiated</li> <li>- Performed</li> <li>- Planned</li> <li>- Promoted</li> <li>- Recommended</li> <li>- Recruited</li> <li>- Represented</li> <li>- Sponsored</li> <li>- Supported</li> </ul>	<ul style="list-style-type: none"> <li>- Solved</li> <li>- Structured</li> <li>- Summarized</li> <li>- Synthesized</li> <li>- Systemized</li> <li>- Updated</li> </ul>	<ul style="list-style-type: none"> <li>- Listened</li> <li>- Mediated</li> <li>- Moderated</li> <li>- Monitored</li> <li>- Planned</li> <li>- Presented</li> <li>- Responded</li> <li>- Taught</li> </ul>	
Sales	Manual Skills	Finance	Creative
<ul style="list-style-type: none"> <li>- Advised</li> <li>- Asked</li> <li>- Calculated</li> <li>- Closed</li> <li>- Communicated</li> <li>- Compared</li> <li>- Contacted</li> <li>- Contracted</li> <li>- Convinced</li> <li>- Differentiated</li> <li>- Influenced</li> <li>- Informed</li> <li>- Inspected</li> <li>- Negotiated</li> <li>- Persuaded</li> <li>- Promoted</li> <li>- Recommended</li> <li>- Represented</li> <li>- Reviewed</li> </ul>	<ul style="list-style-type: none"> <li>- Adjusted</li> <li>- Assembled</li> <li>- Built</li> <li>- Cleaned</li> <li>- Constructed</li> <li>- Controlled</li> <li>- Created</li> <li>- Cut</li> <li>- Demonstrated</li> <li>- Devised</li> <li>- Dismantled</li> <li>- Drafted</li> <li>- Drew</li> <li>- Estimated</li> <li>- Evaluated</li> <li>- Fixed</li> <li>- Inspected</li> <li>- Maintained</li> <li>- Monitored</li> <li>- Operated</li> </ul>	<ul style="list-style-type: none"> <li>- Programmed</li> <li>- Repaired</li> <li>- Scheduled</li> <li>- Tabulated</li> </ul>	<ul style="list-style-type: none"> <li>- Acted</li> <li>- Composed</li> <li>- Conceived</li> <li>- Conceptualized</li> <li>- Created</li> <li>- Designed</li> <li>- Developed</li> <li>- Directed</li> <li>- Established</li> <li>- Fashioned</li> <li>- Founded</li> <li>- Illustrated</li> <li>- Improvised</li> <li>- Integrated</li> <li>- Introduced</li> <li>- Invented</li> <li>- Originated</li> <li>- Performed</li> <li>- Planned</li> <li>- Revitalized</li> </ul>
<ul style="list-style-type: none"> <li>- Recognized</li> <li>- Reconciled</li> <li>- Recorded</li> <li>- Reduced</li> <li>- Reported</li> <li>- Verified</li> </ul>	<ul style="list-style-type: none"> <li>- Allocated</li> <li>- Analyzed</li> <li>- Appraised</li> <li>- Appraised</li> <li>- Balanced</li> <li>- Budgeted</li> <li>- Calculated</li> <li>- Cut</li> <li>- Demonstrated</li> <li>- Devised</li> <li>- Computed</li> <li>- Correlated</li> <li>- Examined</li> <li>- Forecasted</li> <li>- Formulated</li> <li>- Leveraged</li> <li>- Managed</li> <li>- Maximized</li> <li>- Planned</li> <li>- Processed</li> <li>- Projected</li> </ul>	<ul style="list-style-type: none"> <li>- Shaped</li> <li>- Translated</li> </ul>	

To schedule an appointment, call 314-977-2828 or go to Navigate360 in mySLU Tools  
 Department location: 130 Griesedieck Hall