

# RESUME GUIDE

The following minimum requirements MUST be met for your resume to be approved in Handshake

Resume completion:

1. Creating, editing and finalizing your resume may take up to 5 drafts
2. Read this Resume Guide and follow all checklist items
3. After completing your first draft, have the resume reviewed in the Valparaiso University Center for Career and Professional Development (your resume will not be approved on Handshake unless this item is followed). If you prefer an appointment, contact the career center at [career.center@valpo.edu](mailto:career.center@valpo.edu).

## LAYOUT AND FORMAT

- Name font size is minimum 12 and maximum 24
- Body text font size is minimum 10 and maximum 12
- Margins are minimum .5 inch and maximum 1 inch
- Font is easy to read
- Headings, fonts, bullets, margins and subheadings are consistent
- No spelling, punctuation or grammatical errors
- No use of personal pronouns or acronyms
- Fills one page without overcrowding

## CONTACT INFORMATION

- Contact information is at top of page
- Include: First and last name, preferred phone number and professional email
- Address, city, state is (optional)

## EDUCATION

- Highest or most recent degree is first
- Full name of university is listed
- City and state of university
- Official name of degree is listed
- Licensure, minor or specialization is listed below degree
- Graduation date includes month and year

## WORK EXPERIENCE

- Experience is listed in reverse chronological order
- Full name is listed for each company/employer
- City and state for each company
- Full job title for each position
- Starting and ending dates for each position are listed, including month and year
- Current positions(s) have an ending date as "present"
- Action verbs are used at the beginning of each bullet
- Bullet points describe key accomplishments, emphasize transferable skills and quantify results
- Verb tenses are consistent with the time of employment (i.e. past or present tense)

# RESUME CHECKLIST

## OPTIONAL RESUME ENHANCEMENTS/SECTIONS

The sections below are enhancements for your resume. If you include any of these, the following minimum requirements **must be met** for your resume to be approved in Handshake.

### OBJECTIVE

- Section title is listed as Objective or a similar category
- Statement is one sentence in length
- Statement clearly outlines career objective, tailored to fit the position you are seeking

### HONORS AND AWARDS

- Section title is listed as Honors and Awards, Achievements, Key Accomplishments, or a similar category
- Awards or honors are listed in reverse chronological order
- Full name is listed for each award or honor
- Date of award or honor received includes month and year

### SKILLS

- Listed in order of importance and relevance to employers
- Focus on technical skills and abilities. For example, Java, Excel, Python, AutoCad, Fluent in Spanish, etc.

### ACTIVITIES

- Experience is listed in reverse chronological order
- For each position/activity: full name, full position title, city and state are provided.
- Start and end dates including month and year
- Current position(s) have an ending date of "present"
- If a description of the activity is listed, describe key accomplishments, emphasize transferable skills, and quantify results
- Verb tenses are consistent with time frame at each organization (i.e. past or present tense)

# RESUME ACTION VERBS

(to use in your bullet points)



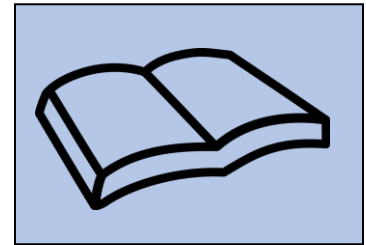
## CREATIVITY

Brainstormed	Improvised
Conceptualized	Invented
Constructed	Modified
Customized	Optimized
Designed	Renovated
Developed	Shaped
Illustrated	Transformed



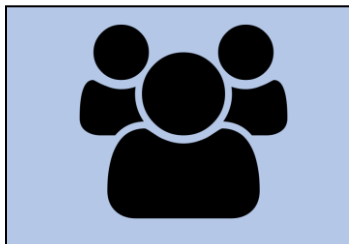
## PROBLEM SOLVING

Adapted	Reinforced
Anticipated	Repaired
Defined	Restored
Extracted	Revitalized
Finalized	Solved
Generated	Strengthened
Refined	Supplemented



## TEACHING

Conducted	Lectured
Developed	Mentored
Educated	Oriented
Encouraged	Partnered
Explained	Persuaded
Informed	Trained
Instructed	Tutored



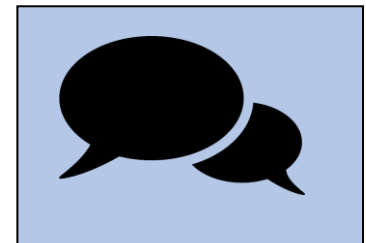
## LEADERSHIP

Attained	Managed
Chaired	Planned
Delegated	Prioritized
Directed	Produced
Executed	Restructured
Increased	Strategized
Launched	Supervised



## DATA

Analyzed	Interpreted
Calculated	Measured
Collected	Processed
Compared	Projected
Estimated	Recorded
Evaluated	Summarized
Forecasted	Tracked



## COMMUNICATION

Advertised	Lectured
Advocated	Interacted
Articulated	Interviewed
Clarified	Moderated
Corresponded	Presented
Discussed	Represented
Edited	Translated

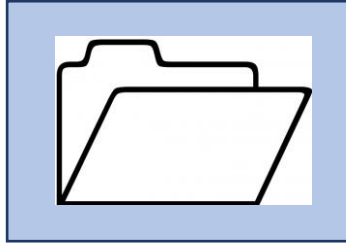
# RESUME ACTION VERBS

(to use in your bullet points)



## HELPING

Assisted	Facilitated
Coached	Guided
Collaborated	Influenced
Consulted	Motivated
Counseled	Negotiated
Cultivated	Participated
Expedited	Referred



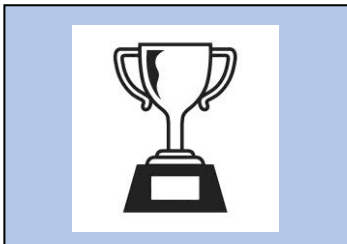
## ORGANIZATIONAL

Arranged	Gathered
Classified	Merged
Collected	Outlined
Consolidated	Planned
Coordinated	Specified
Distributed	Streamlined
Executed	Updated



## RESEARCH

Assessed	Identified
Discovered	Reported
Defined	Reviewed
Examined	Surveyed
Experimented	Tested
Extracted	Validated
Formulated	Verified



## ACHIEVEMENT

Awarded	Improved
Completed	Nominated
Demonstrated	Pioneered
Displayed	Promoted
Earned	Reached
Exceeded	Recognized
Expanded	Showcased



## ADMINISTRATIVE

Administered	Ordered
Balanced	Prepared
Composed	Registered
Contacted	Reviewed
Documented	Scheduled
Generated	Screened
Logged	Submitted



## FINANCIAL

Accumulated	Maximized
Adjusted	Purchased
Allocated	Quantified
Audited	Reconciled
Budgeted	Reduced
Forecasted	Saved
Invested	Totaled

# First Name Last Name

Phone Number    Email Address    LinkedIn URL

## Education

**University or College Name** City, State

Graduation: Month/Year

Degree Name

Minor and Cumulative GPA if 3.0 or over/4.0

Honors: Can be listed here

## Work Experience

**Company Name** City, State

Month Year – Month Year

*Position Title*

- Use action verb to describe duties and experience
- Use action verb to describe duties and experience

**Company Name** City, State

Month Year – Month Year

*Position Title*

- Use action verb to describe duties and experience
- Use action verb to describe duties and experience

## Activities

**Organization Name** City, State

Month Year – Month Year

*Position Title*

- Use action verb to describe duties and experience

**Organization Name** City, State

Month Year – Month Year

*Position Title*

- Use action verb to describe duties and experience

## Awards and Honors

- Name of Award/Honor
- Name of Award/Honor

Month Year

Month Year

## Skills

- List of skills relevant to position  
(software, tech, computer, foreign language)

# Victoria Valpo

219.123.4567    victoria.valpo@valpo.edu    LinkedIn URL

## Education

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**Valparaiso University**, Valparaiso, IN Expected May 2022  
Bachelor of Arts in Communication, Concentration in Public Relations, Minor in Spanish  
GPA 3.52/4.00  
Honors: Dean's List 6 out of 8 semesters

## Work Experience

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**The Coffee Bean**, Valparaiso, IN May 2019 - Present  
*Barista*

- Provide prompt, courteous and reliable service with a customer-focused attitude
- Operate cash register functions and handle transaction in an accurate and consistent manner
- Craft specialty beverages following all health, safety and sanitation guidelines

**Valparaiso University Integrated Marketing and Communications**, Valparaiso, IN August 2018 – April 2019  
*Media Relations Intern*

- Drafted multiple press releases to be posted on the front page of Valparaiso University's website
- Captured video of 25 campus events to upload on University's YouTube channel
- Developed the social media content for the University Programming Council and increased audience engagement by 27%

## Activities

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**Sunshine Senior Community Center**, Columbus, OH May – August 2020  
*Volunteer*

- Assisted with patient transportation within facility
- Led patient leisure and exercise activities
- Educated and mentored 25 new volunteers in patient handling and sensitivity

**Kappa Iota Omicron**, Valparaiso University December 2018 – December 2019  
*Vice President of Public Relations*

- Developed social media branding strategy for Eta Sigma Chapter of Kappa Iota Omicron
- Designed and distributed the annual newsletter for distribution to over 4,000 alumnae
- Chaired a 10-person public relations committee to brainstorm new and improved marketing strategies

## Skills

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- |                          |                  |                   |
|--------------------------|------------------|-------------------|
| • Conversational Spanish | • Java           | • Microsoft Excel |
| • Photo Editing          | • Digital Design | • Python          |

## Honors and Awards

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Barista of the Month May 2020  
Greek Woman of the Year May 2019