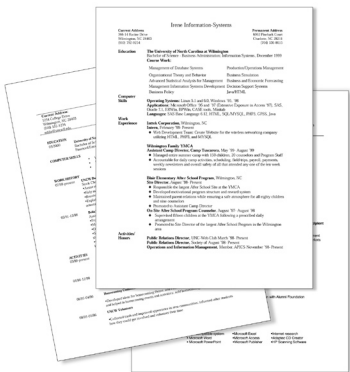


## Résumé Technology

- Most medium and large sized firms require that résumés be uploaded to their recruiting Web site OR copy/pasted into a large blank field.
- Instead of the human eye reading your resume, a computer program scans the resume for keywords that relate to the qualifications of the job.
- Refer to the job description, the company mission statement and the Occupational Outlook Handbook ([www.bls.gov](http://www.bls.gov)) to gather your keywords.
- Scannable résumés are void of all formatting like stylized letters, bold, italics, bullets, numbering. Stated simply, anything not created with a keyboard stroke will confuse the scanner.
- The quickest way to create a scannable résumé is to copy and paste your current résumé from Word into Notepad or Wordpad software and all the formatting will disappear!

Bullets will now appear as symbols that can be easily deleted. You'll need to remove tabs to align the document along the left margin. Save the file as a .txt document.



## Key Action Verbs to Use in Writing Your Résumé

Be sure to include how you developed and used these skills in past work/volunteer experiences!

Activated	Exceeded	Negotiated
Adapted	Excelled	Operated
Administered	Executed	Ordered
Aided	Explained	Organized
Allocated	Facilitated	Originated
Analyzed	Familiarized	Oversaw
Appraised	Financed	Participated
Arbitrated	Formalized	Performed
Arranged	Fostered	Pioneered
Assessed	Found	Prepared
Assisted	Gained	Presented
Boosted	Gathered	Produced
Broadened	Generated	Programmed
Built	Governed	Provided
Calculated	Guided	Reconciled
Collected	Handled	Recruited
Compiled	Helped	Reduced
Conceived	Hired	Reported
Conducted	Implemented	Researched
Consulted	Improved	Resolved
Contacted	Increased	Revised
Contributed	Influenced	Saved
Controlled	Informed	Scheduled
Coordinated	Initiated	Searched
Created	Inspired	Secured
Decreased	Instilled	Solicited
Demonstrated	Instituted	Strengthened
Designed	Instructed	Supervised
Determined	Interpreted	Supported
Developed	Introduced	Surveyed
Discovered	Maintained	Taught
Documented	Managed	Tested
Edited	Marketed	Trained
Educated	Mastered	Translated
Eliminated	Mediated	Tutored
Enforced	Mentored	Updated
Evaluated	Moderated	Utilized
Examined	Motivated	Wrote

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RÉSUMÉ WRITING

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## Write Your Résumé!

Generally, employers will spend about 30 seconds looking at your résumé. The following tips should help your résumé rise to the top.

- Keep it short – concise – to the point. The preferred length is one page. Don't use personal pronouns and only include information that is relevant to the employer's needs.
- Describe your achievements and responsibilities rather than merely listing your duties.
- If you have financed part or all of your education, include this information in the Education section of your résumé.
- Use action words to describe work experiences instead of "My duties included...".

Follow a consistent resume layout.

- **Chronological:** lists information in reverse date order, beginning with your education (most preferred style).
- **Functional:** showcases skills, rather than work history (good if you have limited experience, sporadic work history, or are a career changer).
- Print your résumé on quality bond paper produced by a high-quality laser printer. Don't use brightly colored paper; keep to the white/off white/beige colors.
- Use similar paper when writing your cover letter. Always include a cover letter.
- Proofread – Proofread – Proofread! Then have someone else proofread for you.

## Résumé Outline

As you prepare your résumé, keep these three areas in mind.

**CONTEXT** – your résumé will be used in a variety of contexts (posting on job boards, e-mailing to recruiters, etc.) so consider this before writing objectives and formatting it.

**CONTENT** – information you choose to include on your resume.

**FORMAT** – the way in which you choose to arrange your information on the page.

<b>Contact Information</b>	Name, address (permanent & local) phone number, e-mail address
<b>Objective</b>	A concise, focused statement about the field or position you are seeking. If you can't be brief and specific or want to use your résumé for a variety of positions, leave the objective off and state it in your cover letter instead.
<b>Education</b>	List the school where you received your degree. Always spell it out (University of North Carolina Wilmington). Indicate your degree, major/concentration, minors, month and year of graduation. 3.0+ GPA always goes on résumé.
<b>Relevant Experience</b>	Include any relevant work or Internship experience before any other experience you have.
<b>Experience</b>	List all paid and non-paid experiences in reverse chronological order. Include position, title, name and location of company/organization and dates employed. Emphasize skills acquired and accomplishments.
<b>Skills</b>	List computer skills, language abilities or additional relevant skills.
<b>Volunteer Experience</b>	Include any volunteer experiences in which you have been involved.
<b>Activities</b>	Indicate activities, interests, awards and memberships both in and out of school.
<b>References Available Upon Request</b>	

- ❖ Make sure your résumé is specific to your job search including headings/categories unique to your chosen field.
- ❖ Ask professors and past and present employers to serve as your references.
- ❖ Schedule an appointment with a career counselor for résumé help. Proofreading also is available through a drop-off service.
- ❖ Upload your résumé into SeaWork so employers can find it.
- ❖ Check out sample resumes on our Web page: [www.uncw.edu/career](http://www.uncw.edu/career).