

At a Glance : Résumé Writing

Do This.



- **Brainstorm all your experience.** Writing center consultants can help!
- **Use common categories** to format your résumé such as: Contact Information, Education, Experience, Leadership, Awards, Skills (languages, computer), Research, etc.
- **Ask yourself what you learned/accomplished** in each experience.
- **Quantify your achievements** e.g. Received a research grant in the amount of xx; Attracted an audience of xx.
- **Use action verbs** to describe your experience e.g. approve, revise, acquire, examine, activate, maintain.
- **Create a professional email** address and LinkedIn account.
- **Have a one-page format** – 2 at most!
- **Be consistent** with font, format, and alignment.
- **Tailor your résumé** to each application.
- **Get another set of eyes.** Have someone read over your résumé.
- **Write a cover letter/statement of purpose** to complement your résumé.
- **Export as a PDF file** – “CV_firstname_lastname.pdf”

This...Not So Much.



- **Include *everything* you've ever done**, even your middle school band performance. (Stick with information relevant to the position/career fair from university onward.)
- **Repeat the same action verb** over and over. (Instead of “worked”, use managed, spearheaded, formulated, collaborated, facilitated, etc. Check out our [Active Verb List](#) for more ideas.)
- **Pick the first template on MS Word.** (Better to be inspired by examples of résumés in your field.)
- **Try to be fancy** with stylish fonts, cute images here are there... (Remember your audience and keep it simple. Balance the text by using headings and bullet points. Avoid too much white space.)
- **List dates with references to Fall and Spring semesters.** (Rather, make use of specific months and years e.g. August 2022, January-May 2021.)
- **Include TAMU logos and selfies** (Words will do just fine. No need to include a headshot photo on your résumé.)
- **Make grammatical mistakes** or typos. (Your résumé should be error-free!)

Book an appointment or drop in:

Writing Center, Corridor 313

You can also get feedback from the Office of Advancement.

RÉSUMÉ ACTION VERBS

Use the present tense of verbs for jobs you are still doing (e.g. create)

Use the past tense of verbs for jobs you had in the past (e.g. created)

Achievement

accelerated
accomplished
achieved
activated
attained
competed
earned
effected
elicited
executed
exercised
expanded
expedited
generated
improved
increased
insured
marketed
mastered
obtained
produced
reduced
reorganized
reproduced
restructured
simplified
sold
solicited
streamlined
succeeded
upgraded

Help/Teach

advised
clarified
coached
collaborated
consulted
counseled
educated
explained
facilitated
guided
instructed
modeled
taught
trained
tutored

Administrative

arranged
channeled
charted
collated
collected
coordinated
dispensed
distributed
established
executed
implemented
installed
maintained
offered
ordered
outlined
performed
prepared
processed
provided
purchased
recorded
rendered
served
serviced
sourced
supported

Lead/Manage

acquired
administered
approved
assigned
chaired
contracted
controlled
decided
delegated
directed
enlisted
governed
handled
initiated
instilled
managed
motivated
recruited
retained
reviewed
selected

Communication

addressed
arbitrated
articulated
briefed
communicated
conducted
contacted
conveyed
corresponded
delivered
demonstrated
edited
entertained
interviewed
informed
lectured
mediated
negotiated
persuaded
presented
promoted
proposed
publicized
reported
represented
responded
suggested
translated
wrote

Plan/Organize

allocated
anticipated
arranged
catalogued
categorized
classified
collected
consolidated
convened
edited
eliminated
employed
grouped
monitored
planned
regulated
scheduled
structured

Creative

authored
changed
conceived
constructed
created
developed
devised
drafted
established
formulated
founded
illustrated
influenced
introduced
invented
launched
originated
revamped
revised
staged
updated
visualized

Research/ Analytical

assessed
compared
critiqued
defined
derived
detected
determined
discovered
evaluated
examined
explored
found
inspected
interpreted
investigated
located
measured
observed
rated
recommended
reviewed
searched
studied
surveyed

Financial

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compiled
computed
controlled
disbursed
estimated
figured
financed
forecasted
projected
reconciled
tabulated

Technical

adapted
adjusted
applied
built
computed
constructed
designed
diagnosed
engineered
experimented
maintained
modified
operated
prescribed
programmed
proved
reinforced
repaired
resolved
restored
solved
specified
systematized
tested