

**FIRST STEPS**

- ✓ Brainstorm accomplishments, work history, academics, extracurricular activities, volunteer work, campus involvement, and other experiences.
- ✓ Decide on a format that best shows off your experience and education. Find more info and samples at [www.HireMizzouTigers.com](http://www.HireMizzouTigers.com).

**INFORMATION THAT COULD BE INCLUDED IN YOUR RÉSUMÉ**

<b>Contact Information</b> (always include)	<ul style="list-style-type: none"> <li>• Your name should stand out (18-28 pt. font)</li> <li>• Include at least email address and phone number</li> <li>• Add your personalized LinkedIn URL</li> </ul>
<b>Education</b> (always include)	<ul style="list-style-type: none"> <li>• Use the official name of your degree (<a href="http://majors.missouri.edu">http://majors.missouri.edu</a>)</li> <li>• Include your graduation date (month and year)</li> <li>• Include minor and/or area of emphasis, certificates, or additional training</li> <li>• List GPA if you have what a job or internship is requiring (usually 3.0)</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Use bullets full of strengths, skills, numbers, and important details</li> <li>• Keep headings consistent: employer name, job title, city/state, date range</li> </ul>
<b>Summary of Qualifications</b>	<ul style="list-style-type: none"> <li>• Consider a highlight section at the top to summarize your experience</li> </ul>
<b>Volunteer Experience</b>	<ul style="list-style-type: none"> <li>• Important to include; add bulleted descriptions about who you served</li> </ul>
<b>Involvement/Leadership</b>	<ul style="list-style-type: none"> <li>• Detail extra-curricular activities and leadership on and off campus</li> </ul>
<b>Honors/Awards</b>	<ul style="list-style-type: none"> <li>• Add if you have received recognition for achievements</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Great section for technical, language, lab, or general skill sets</li> </ul>
<b>Other Custom Sections</b>	<ul style="list-style-type: none"> <li>• Could include additional sections based on your experience</li> </ul>

**AVOID ON YOUR RÉSUMÉ**

- **Typos and grammatical errors:** THESE ARE VERY BAD! You must review your document thoroughly.
- **Inconsistent formatting:** make your style, punctuation and verb tenses the same throughout.
- **Large amounts of white space:** résumés should be 1 full page (preferred), 2 full pages if necessary.
- **Abbreviations:** spell out acronyms (MSA, iCOMM, etc) and other abbreviations (St. to Street, etc).
- **Hobbies or interests:** keep your document focused on experience and academics.
- **“I”, “me”, “we” statements:** start each phrase with an action verb.
- **Templates:** these limit creativity, are easily spotted, and often are rejected by company websites.
- **Personal info:** date or place of birth, gender, marital status, race or religion (for U.S. resumes).

## IMPORTANT RÉSUMÉ IDEAS

### Assess your interests, skills, strengths, experiences and personal characteristics.

- What are you good at? What tasks do you enjoy doing? What are your areas of experience and skill?
- List your top strengths: do you see evidence of these in your document?

### Research jobs and tailor your resume.

- Explore companies/orgs and what they stand for, who they serve, and what is important to them.
- Look through the job/program description to identify keywords/verbs, and use them on your résumé.

### Highlight your best experience, and make everything relevant.

- Put the most important and relevant information first on your resume (paid or unpaid, doesn't matter).
- Every past position can be related to your next position by highlighting transferable skills and how they benefit employers in other work settings. Refer to our **Guide to Transferable Skills** for more information.

### Customize your document and make it unique to you.

- The sections you include are based on your experience: try reorganizing your info and create custom headings, e.g. "Customer Service Experience" or "Campus Leadership" or "Healthcare Experience".

### Change format based on application method.

- Submit your résumé as a PDF unless otherwise directed.
- Understand many companies use Applicant Tracking Systems to manage their recruitment process electronically. Refer to our **Guide to Applicant Tracking Systems** for more information.

## EXPERIENCE DESCRIPTIONS AND BUILDING BULLETS

**Be concise but impactful:** When representing your experience, ask yourself these questions when considering your work experience, campus involvement, volunteer work or leadership descriptions:

- **What did you do?** *What are basic tasks and description?*
- **How did you do it?** *What made it unique and how did you stand out?*
- **Why did you do it?** *What was the outcome and what skills did you gain?*
- **Who was involved?** *Who were the people you were working with or were serving?*
- **What is the connection?** *How will this experience benefit future employers?*

### Typical bullet point format:

- ACTION VERB + TASK/DETAILS + OUTCOME
- Quantify (add numbers) and Qualify (add important details) to enrich content.

### Be thorough when crafting bullet points:

STANDARD	DECENT	IDEAL
<ul style="list-style-type: none"> <li>• Responsible for publicity</li> </ul>	<ul style="list-style-type: none"> <li>• Interacted successfully with public affairs representatives and local media</li> </ul>	<ul style="list-style-type: none"> <li>• Interacted successfully with public affairs representatives and local media, increasing web activity by 25%</li> </ul>
<ul style="list-style-type: none"> <li>• Responsibilities included adhering to safety procedures and ensuring other lifeguards knew policies</li> </ul>	<ul style="list-style-type: none"> <li>• Carried out safety precautions and instructed staff in the proper use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Carried out safety precautions and instructed staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer</li> </ul>

# SAMPLE STUDENT

123 Mizzou Way • Columbia, Missouri 65201 • (573) 123-4567  
samplestudent@mail.missouri.edu • www.linkedin.com/in/samplestudent

## SUMMARY OF QUALIFICATIONS

Driven emerging leader with excellent preparatory research, clinical, and volunteer experience. Communicative and personable with a determination to use skills in the areas of patient care, ethics, and problem solving in order to better the lives of others. Highly adept research and observational methods comprise an advanced preparedness to pursue a thriving and dynamic career in the psychology field.

## EDUCATION

**Bachelor of Arts in Psychology**  
University of Missouri  
Minor: Sociology

**Anticipated Graduation Date: December 20\_\_**  
Columbia, Missouri  
GPA: 3.6/4.0

## RESEARCH EXPERIENCE

**Student Researcher, Psychological Sciences Department, University of Missouri, Columbia, Missouri** August 20\_\_ - Present

- Conducted research with a senior faculty member on the psychological, environmental, and social factors that contribute to teacher burnout in public schools in Missouri (anticipating publication upon completion)
- Recruited 55 participants for the study through email and advertising, and collected data on participating subjects by administering a 20 question online survey around their work culture, student load, hours worked, and other factors of their teaching position
- Ran statistical tests on data and analyzed results in order to draw appropriate conclusions to share with faculty lead

## WORK EXPERIENCE

**Youth Specialist, Youth Connection, Columbia, Missouri** May 20\_\_ - Present

- Administered intake assessments for 100+ at-risk youth admitted to program to obtain information about background, goals, and personality
- Directed recreational activities with high enthusiasm for groups of 10-12 children, ages 8-15, to enhance teamwork skills, instill confidence, and increase positivity in participants
- Planned logistics and supervised monthly educational field trips to local and regional locations, such as the Saint Louis Zoo and Missouri Theatre
- Engaged in more than 50 hours of training and professional development in mentorship, counseling, and child development

**Student Clerical Assistant, Health Sciences Library, University of Missouri, Columbia, Missouri** August 20\_\_ - May 20\_\_

- Collaborated with team of 3 to scan bar codes and place date due slips into all incoming and outgoing books to ensure accurate reporting
- Referenced accession numbers for bar codes following a structured process and performed minor book repairs
- Discharged books into the MERLIN library system daily so students outside Mizzou can access literature quickly for their needs

**Office Assistant, Rainbow Camp, Springfield, Missouri** May 20\_\_ - August 20\_\_

- Promoted Rainbow Camp's motto to campers, parents, and community through verbal interactions, social media, website, and newsletter
- Sorted more than 1,000 pieces of mail daily and efficiently distributed mail to campers
- Sold camp clothing, accessories, and toiletry items and increased revenue by 10% in both on site and online stores
- Answered phone and email, and efficiently communicated messages to leadership staff and campers

## VOLUNTEER EXPERIENCE

**STRIPES (Supportive Tigers Riding In Pursuit of Ensuring Safety), University of Missouri, Columbia, Missouri** January 20\_\_ - May 20\_\_

- Provided safe rides home to university students 2 weekends per month, assisting 2-5 students per night, in an effort to prevent drunk driving
- Met bi-weekly and communicated with other volunteers to ensure the goals of the organization were being upheld

**Mizzou Alternative Spring Break, Congaree National Park, Hopkins, South Carolina** March 20\_\_

- Built bridges in Congaree National Park in order to better the environment and help civilians access various areas safely
- Fundraised \$2000 by posting flyers and contacting individuals to contribute to our trip and other trips in the organization
- Enhanced teamwork skills by working effectively with a diverse group of people to construct bridges according to engineering plans

## AWARDS

- 20\_\_-20\_\_ Sol Feinstone Scholarship Recipient
- 20\_\_-20\_\_ The Bailey Family Foundation Scholarship Recipient

## ACTION VERBS

### Management/ Leadership

administered  
approved  
assigned  
attained  
chaired  
consolidated  
contracted  
coordinated  
delegated  
developed  
directed  
eliminated  
enhanced  
enforced  
established  
evaluated  
executed  
expanded  
generated  
headed  
hired  
improved  
incorporated  
increased  
inspected  
instituted  
managed  
motivated  
navigated  
organized  
oversaw  
planned  
presided  
prioritized  
produced  
recommended  
reorganized  
reviewed  
scheduled  
strengthened  
supervised  
unified

### Communication

addressed  
advertised  
arranged  
collaborated  
communicated  
composed  
condensed  
contacted  
convinced  
corresponded  
defined  
directed  
drafted  
edited  
elicited  
expressed  
formulated  
influenced  
interpreted  
interviewed  
judged  
lectured  
marketed  
moderated  
negotiated  
observed  
participated  
persuaded  
presented  
promoted  
publicized  
quoted  
reconciled  
recruited  
referred  
reported  
resolved  
responded  
spoke  
suggested  
synthesized  
translated  
wrote

### Research

analyzed  
clarified  
collected  
compared  
conducted  
determined  
evaluated  
examined  
extracted  
formulated  
gathered  
identified  
interpreted  
interviewed  
invented  
investigated  
located  
measured  
organized  
researched  
reviewed  
solved  
summarized  
surveyed  
tested

### Technical

applied  
assembled  
built  
calculated  
conserved  
constructed  
designed  
determined  
developed  
installed  
maintained  
operated  
programmed  
resolved  
specialized  
upgraded

### Teaching

adapted  
advised  
clarified  
communicated  
conducted  
coordinated  
critiqued  
developed  
enabled  
evaluated  
explained  
facilitated  
guided  
individualized  
instructed  
motivated  
stimulated  
taught  
trained  
transmitted  
tutored

### Creative

acted  
composed  
conceptualized  
created  
designed  
directed  
displayed  
entertained  
fashioned  
formulated  
founded  
illustrated  
introduced  
invented  
modeled  
originated  
performed  
photographed  
planned  
revised

### Helping

advocated  
aided  
answered  
assisted  
cared for  
clarified  
contributed  
counseled  
diagnosed  
educated  
encouraged  
explained  
facilitated  
familiarized  
furthered  
helped  
influenced  
insured  
mediated  
mentored  
provided  
referred  
rehabilitated  
resolved  
simplified  
supplied  
supported  
volunteered

### Financial

analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
estimated  
forecasted  
managed  
projected  
reconciled  
transferred

### Achievement

achieved  
completed  
developed  
implemented  
maximized  
perfected  
pioneered  
reduced  
sparked  
spearheaded  
succeeded  
surpassed

### Organizational

arranged  
catalogued  
categorized  
charted  
classified  
coded  
collected  
compiled  
corresponded  
distributed  
filed  
generated  
inspected  
maintained  
monitored  
operated  
organized  
prepared  
processed  
recorded  
reviewed  
scheduled  
sorted  
standardized  
submitted  
systemized  
updated  
validated  
verified

### NEXT STEPS

- ✓ Come to the MU Career Center to talk with someone about your résumé, cover letter, and LinkedIn profile, and to practice interviewing.
- ✓ Visit <https://career.missouri.edu> and click on the “Resources” Tab to visit [Mizzou Career Tools](#), where you can search our site for more information on this and other topics relevant to you!