



UNDERGRADUATE
RESUME GUIDE



What type of information should I consider for a resume?

Special attention should be given to academic background, paid and volunteer work or internship opportunities. This is also the opportunity to showcase research projects, extracurricular activities, awards and special skills and awards. After a list is made, organize the information into categories while also tailoring the information specifically to the target industry.

How do I develop bullet points?

The most important information on your resume is the bullet points. These points are used to display skills and experience that you employers are seeking. Developing an ideal bullet point takes time and effort; however there is an easy format to follow.

Action Verb + Core Content + Result, Purpose, or Impact

Created a tutoring/mentoring program for 20 sixth graders

Raised over \$1000 for sophomore class for professional attire

Organized a fall run event that raised over 3,000 for art supplies

Developed a quarterly newsletter for sophomore resident halls

Don't forget to diversify the bullet points and align them with the job description. Make sure you don't repeat yourself even if you have similar experiences across jobs. Focus on a variety of experiences, activities and



Single spacing, narrow margins (.5), 10 or 11 pt. for body of resume

Current (or Permanent) mailing address Phone Professional e-mail address LinkedIn address

OBJECTIVE (optional) Seeking (position title) with (type of company or industry), utilizing (skills, at least three)

EDUCATION

Xavier University of Louisiana, New Orleans, LA

Bachelor of Science (Arts) in _____ (major)

Month & Year of Graduation

Minor: GPA: (if 3.0 or higher)

Community College (optional)

Month & Year of Completion

or (total credits)

High School name, City, State

High School Diploma

Month & Year of Graduation

College Preparatory

GPA: 3.85

RELEVANT COURSEWORK (optional)

(List classes related to career goals and job)

RESEARCH

Sample Communications Resume

Student Name

Phone Number Email Address LinkedIn URL

OBJECTIVE

Seeking position as Event Planner with the Saints Incorporated, offering solid event planning experience, the ability to build positive relationships with multiple stakeholders, and excellent oral and written communication skills

EDUCATION

Bachelor of Arts, Communication GPA: 3.41

May 2019

ACADEMIC PROJECTS

Xavier University of Louisiana New Orleans, LA

Sample Athlete Resume

Student Name

Phone Number • Email Address • LinkedIn URL

PROFILE

Third year student-athlete and History/Economics major seeking Museum & Archives Internship at New Orleans Museum of Art. Qualified by a unique blend of research, communication, and analytical skills, as well as the discipline and drive of a Division I athlete.

Summary of Qualifications:

- Ability to quickly and accurately identify key issues when making decisions or solving problems
- Demonstrated leadership, teamwork, and time management skills
- Strong competitor in Division I athletics devoting an average of 30 hours per week to conditioning, practices, meetings, travel and competition while completing a dual major degree program
- Well-developed coaching and team development skills and the ability to effectively communicate strategies while inspiring teammates to achieve goals

EDUCATION

Bachelor of Arts, History and Economics

Xavier University of Louisiana, New Orleans, Louisiana

GPA: 3.6

Expected May 2021

Honors and Awards: Xavier University Athletic Scholarship • Dean's List

Certifications: Microsoft Certified Application Specialist -Excel/Access • Red Cross First Aid • CPR & AED

Notable Coursework: Public Speaking, Statistics, Research Marketing

EXPERIENCE

Camp Counselor/Tennis Coach

Sample Research Resume

Student Name

Phone Number Email Address LinkedIn URL

OBJECTIVE Seeking position as a Research A

Resume Checklist

Layout & Appearance	Yes	No	Comments
Is name at the top of the page in a correct font and size? Is address, phone number and email address acceptable?			
Is resume one page?			
Is formatting consistent throughout? (i.e. font style, size, bullets, dates, bold and capitalization)			
Are verb tenses correct?			
Are there 2 – 4 statements per position?			
If bullet points were used, are they consistent and properly spaced?			
Is there consistent punctuation?			
Is it free from typographical errors and misspellings?			
Is it appealing to read and clearly written?			
Is there any color on the resume?			
Content			
If an objective was listed, is it clear and consistent with the job opportunity?			
Are all of the appropriate headings used? (i.e. Education, Experience, Achievements, etc.)			
Is all relevant education listed?(i.e. university, major, minor)			
If GPA is listed, is it 3.0 or higher?			
Is resume reflective of job being applied to?			
Are appropriate and varied action verbs being used?			
Is relevant work and educational experience included?			
Were accomplishments quantified when applicable?			

Action Verb List by Skillset

Management

produced	anticipated	analyzed	approved	assigned	delegated
attained	chaired	checked	reviewed	contracted	developed
devised	directed	evaluated	enforced	formed	governed
headed	increased	initiated	integrated	organized	planned
prioritized	administered	recommended	coordinated	scheduled	supervised

Communication

Addressed	composed	drafted	interpreted	persuaded	recruited
Arbitrated	conveyed	edited	lectured	presented	translated
Arranged	transcribed	enlisted	mediated	promoted	corresponded
Authored	developed	formulated	moderated	publicized	collaborated
Wrote	directed	influenced	negotiated	reconciled	

Research

Assessed	critiqued	surveyed	examined	interviewed	investigated
Clarified	discovered	diagnosed	identified	reviewed	summarized
Collected	defined	dissected	inspected	organized	determined
Correlated	detailed	evaluated	interpreted	reported	systematized

Teaching

adapted	revised	evaluated	informed	simplified	coordinated
advised	developed	explained	inspired	set goals	tailored
clarified	enabled	facilitated	instructed	sparked	encouraged
coached	communicated	guided	persuaded	stimulated	trained
unified					

Action Verb List by Skillset (Continued)

Detailed

approved	dispatched	compiled	organized	retrieved	met deadlines
validated	responded	arranged	purchased	classified	implemented
retained	recorded	judged	compared	operated	reorganized
executed	enforced	collected	inspected	copied	processed

Financial

verified	allocated	balanced	earned	managed	rectified	reviewed
analyzed	budgeted	estimated	marketed	reduced	administered	
appraised	calculated	financed				

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Writing Relevant Bullet Points

An easy way to describe the duties of a particular job is through practice. In the Office of Career Services, we often recognize that students have a difficult time explaining their skills and role in a particular job. There is a way to list transferable skills even when it seems there is no way. Use the tips below to identify how you can list skills in an effective way.

1. Think about a past job and what you did on a typical day
2. Use the action verb list to brainstorm the skills utilized and how they fit with your job duties
3. There may be several words that fit your description.
4. Choose two to four action verbs to build from
5. When writing a detailed job description, use action verbs and consider Who?, What?, When? and How?

Using the steps above, create an accurate and honest description of a past job.

Example:

Commander's Palace, New Orleans, LA

Hostess

June 2017 – August 2019

Greeted incoming and departing guests warmly and genuinely

Answered incoming calls to the restaurant to provide appropriate service

Managed the flow of over 250 Guests weekly, into the dining and bar areas without incident
