



## HOW TO BUILD A RESUME

Your resume is a vital part of the job and internship application process. Resumes should include:

- your educational background
- relevant experiences
- awards, achievements and skills tailored to the needs of the position for which you are applying

A well-constructed resume will help you: get an interview, market your best skills, and show that you are a good match for the job and the organization.

### WRITING AN EFFECTIVE RESUME

#### **Step 1: Start with a self-assessment**

- Write out your current short- and long-term goals. What do you hope to accomplish in the next 3-6 months? What about the next 1 year? 5 years?
- Think about the type of organization, position, or program that fits these goals.

#### **Step 2: Create a primary list**

- Many people find it helpful, before doing a resume draft, to first jot down a “primary list” to help them think of **all of their experiences** that may be applicable for a resume
- Ideas for primary list:
  - Education including international study and off-campus semesters
  - Every paid job you’ve had with major accomplishments
  - Every volunteer/community service experience
  - Types of courses you’ve taken and the associated projects
  - Research experience
  - All of your college activities (sports, clubs, committees, leadership)
    - Include high school activities if in freshman or sophomore year of college
  - Awards (Dean’s list, scholarships, etc.)
- Once you have written this primary list, write down the skills you have gained along the way in each of these experiences. The skills inventory, which you can get from a career counselor, is a great tool you can use during this process.
- NOT ALL of these experiences will be on your final resume you submit to employers.

#### **Step 3: Create a primary resume**

- Create a large primary resume based on the drafting tips below that includes all of the experiences from your primary list.
- This resume will never be submitted, but it will be a document you can draw from when you write a more tailored resume.

#### Step 4: Tailor your resume

- Tailoring each resume to the position you are applying for strongly improves your chances of getting an interview.
- You want your resume to draw clear parallels between your experience and the specific job requirements.
- You will most likely have a different resume for each job application.
- To present your most relevant experiences to an employer while keeping the information in reverse chronological order (earliest first to latest last), you can use a new section such as “Relevant Experience,” which goes above a section called “Additional Experience.” This puts your more applicable skills earlier on the document, where the employer is more likely to take notice.

Start by:

1. Going through the job description and underlining key skills that are required or preferred for the position.
2. Reflecting on your skill set and seeing where you can highlight these relevant skills in your resume.

### DRAFTING YOUR RESUME

Expect to go through several different drafts during the editing process. Pay close attention to **content, grammar, consistency and formatting**. The information you include is determined by the industry in which you are applying for and the specifics from the job description.

#### Step 1: Do your research

- Get to know your industry or organization through online research and talking to people in the field.
- Pay attention to the skills, coursework, and experience your industry needs.
- If you have a specific position description, **what are the specific skills and experiences listed for this position?** Use this research to target and tailor your resume.
- Don't get discouraged! If a position says that 1 year of research is required, count 2 summers of research experience or discuss research projects you have done in classes.

#### Step 2: Create a format

- Here is the order of the main section headings you may want to include. You can also create special sections to highlight specific skills areas like research or field work. **Everything should be chronological (earliest first to latest last) in each section.**
  - Contact information: name, address, phone number, email
    - Include your address as needed, if an employer prefers a local candidate. You can use the college address if you live on campus.
    - Use a professional email address. Use your lclark email address when applying to jobs that relate to school or build on your education. Use your personal email address when applying to seasonal jobs and jobs that do not build on your career.
  - Education: college, location, major/minor
    - Can include GPA when above 3.0, study abroad, relevant courses to the position
    - Awards or Honors
  - Relevant Experience: position, organization, location (city, state, country if not the US),

- and dates (month/year or season/year, pick one style and stick with it)
- Activities or Community Involvement or Extracurriculars or Volunteer Experience
- Skills: computer, CPR, WFR, lab skills, language
  - Language proficiency levels (basic, conversational, proficient, fluent, native)

## WRITING STRONG ACTION VERB STATEMENTS

Strong bullet point statements make your skills, experiences and abilities stand out. Write these in past tense. Avoid paragraphs, full sentences, and repetition. Each bullet should say something new about your skill set.

Ask yourself:

- As a result of my action, what happened to the project? My client? My customers? My organization? Others involved?
- **Why would a potential employer care?**
- What skills did I use to achieve the accomplishment?
- What quantified result did my action produce?

If the bullet cannot answer these, revise it.

Your skills statement should read like this:



### Action verbs

- Start by identifying important job details to help guide your choice of action words.
- Choose strong action verbs that place you as an **initiator of action**, leaving a positive impression on the reader.
- Avoid starting off descriptions with “Responsible for.” Instead use action verbs such as **“managed,” “implemented,” “developed,”** and **“created”** which more clearly state your function.
- See the last few pages of this handout for a list of powerful action verbs

### Skill utilized

- Identify the skills you demonstrated or developed in your various experiences (internships, thesis, tutoring, volunteering, course work, research, jobs).
- **Tell the reader/employer what you can do for them.** Show your value to the employer through the abilities you gained and used in your past experiences.
- Ask yourself about your experiences: What was it for? Where was it? How was it done? For whom? Why was it done?





- For printed resumes, use white or off-white high-quality paper.
- Do not use templates! They are difficult to edit in the future.
- Avoid complicated fonts or formatting that will get jumbled when sent between programs.
- Do not include a picture of yourself, personal information (age, marital status, etc.), salary information or experiences that are irrelevant to the employer's needs (there are exceptions to this rule if you are applying for an international position).

### **BEFORE SUBMITTING YOUR RESUME**

- Proofread, proofread! Have two other sets of eyes proof your resume before you submit it.
- Make an appointment or stop by drop-in hours with the Career Center to have your resume reviewed by professionals and trained peers.
- Use your network to have your resume reviewed by someone in the industry if possible.
- Review your final draft with a critical eye. Make sure all of your resume statements are positive, accomplishment-oriented and truthful. Keep in mind that facts can be easily checked from past employers.
- Keep track of the resumes you create in a computer folder or in your Google Drive.
- Work on your cover letter, if needed.
- Submit and good luck!
- Now what?
  - Do you have a LinkedIn profile? If not, use the language you developed for your resume to build your profile.
  - Follow the Career Center on social media and check out our website for tips, resources, or to schedule an appointment!
    - Instagram @piocareers
    - Twitter @piocareers
    - Facebook @lcpiocareers
    - Website [http://go.lclark.edu/career\\_center](http://go.lclark.edu/career_center)
  - Check out Handshake for more opportunities

**For additional specific tips on formatting and what to include in each section, take a look at the attached sample resumes.**

# Lily Jack

111-222-3333 | lily.jack@gmail.com | 615 S Palatine Hill Rd, Portland, OR 97219

## EDUCATION

### **Lewis and Clark College**

Bachelor's of Arts, Major International Affairs, Minor Entrepreneurship

Portland, Oregon

Expected May 20XX

## WORK EXPERIENCE

### **Bates Center for Entrepreneurship – Lewis & Clark College**

September 20XX – Present

#### Marketing Assistant

- Publicized Bates Center events and opportunities by designing posters and handling social media.
- Initiated projects and brainstorm strategies to develop and expand the Bates Center.

### **Writing Center – Aubrey Watzek Library**

September 20XX – Present

#### Peer Writing Tutor

- Assisted peers with perfection and completion of academic papers.
- Acted as a source of empowerment when a peer is struggling with a writing assignment.

## CO-CURRICULAR EXPERIENCE

### **Teacher of the Year Committee (TOTY) – Lewis & Clark College**

February 20XX – Present

#### Chair

- Publicized TOTY award campaign through social media and word of mouth.
- Lead committee meetings to carefully analyze student submissions and select finalists.
- Collaborated with committee members to publish an official video announcing the winner.

## PROJECTS

### **MENA Symposium – Lewis & Clark College**

December 20XX – March 20XX

#### Member of the Organizing Board

- Collaborated with peers to organize the Middle East and North Africa Symposium, an informational event raising awareness about the MENA region.
- Researched organizations and individuals of interest to partake in panels and activities.

## PUBLICATIONS

### **Meridian Journal of International Perspectives**

April 20XX – Present

#### Contributing Author

- *Monarchic Stability and Survival in the Middle East and North Africa*
- *Mohammed Mossadegh and Nationalization of the Iranian Oil Industry*
- *War for Economic and Material Gains – Is Colonialism Really a Thing of the Past?*

## SKILLS

- **Technical:** Experience with Microsoft and Excel spreadsheets | Livewhale Website Design
- **Languages:** English (fluent), Arabic (native), Spanish (intermediate)
- **Social Media:** LinkedIn, Facebook, Instagram, Snapchat, Twitter

# Norma L. Human

Portland, OR 97219  
(000) 000-0000  
normalhuman@lclark.edu

## EDUCATION

**Lewis & Clark College** - *Portland, OR*

Expected May 20XX

- Bachelor's of Arts in International Affairs
- Involved with the Gender Studies Symposium planning committee

**Normal High School** - *Portland, OR*

August 20XX - May 20XX

- Membership in the National Honor Society and the Spanish Honor Society
- GPA of 3.84
- Completed and passed 11 AP Exams

## EXPERIENCE

**Normal Retail Store** - *Sales Associate*

August 20XX - July 20XX

- Restocked and arranged products to ensure displays were full and organized.
- Located merchandise for customers, providing assistance with purchasing decisions.
- Handled transactions involving credit and cash purchases.
- Tracked supply of products and assessed when orders need to be placed.

## AFFILIATIONS

**Normal Online Organization** - *Management*

September 20XX - August 20XX

- Supervised 120 members by keeping track of their workloads, if they were completing the necessary tasks, and their wellbeings.
- Wrote articles about a variety of topics unique to being a teenager.
- Proof-read articles in a wide array of styles, from essays to poems to articles.

## SKILLS

- Google Docs, Microsoft Word, Excel, and Powerpoint
- Conversational Spanish

Fin Land  
615 SW Palatine Hill Rd Portland, OR 97219  
FinLand@LClark.edu / 213-672-4897

### **EDUCATION**

Lewis & Clark College, Portland OR Aug. 20XX - EXPECTED 20XX  
Bachelor of Arts - GPA: 3.68  
Psychology Major, Neuroscience and Art/Art History double Minor  
Course/work:  
Infant&Child Development Paper (Attachment Development in Multiracial and Multicultural Homes: Secure and Insecure Households)

### **WORK EXPERIENCE**

**Willamette Health Center**, Portland, OR Aug. 20XX - PRESENT  
*Desk Clerk*

- Answered calls regarding client appointment times, bookings, and cancelations.
- Answered general questions in relation to health insurance coverage, billable hours and cost, general information about the counselors at the center and what they specialize in.

**Mailroom**, Lewis & Clark College Aug. 20XX - PRESENT  
*Mailroom Technician*

- Inputted order numbers into the mailing database.
- Placed cards and other smaller envelopes into student mailboxes.
- Signed in/out packages from and to students at the front counter.

**Camp Yosemite Outdoor Adventure**, Yosemite, CA Summer 20XX  
*Camping Specialist*

- Taught the campers how to build a safe fire.
- Taught the campers how to pitch, clean, and pack tents.
- Taught campers what should go inside a mess kit and a First Aid Kit.

**Art Therapy Program**, Lewis & Clark College Aug. 20XX - May 20XX  
*Co-Researcher*

- Peer reviewed documents to be submitted to IRB (Institutional Review Board)
- Sat in on graduate student Art Therapy sessions, documenting their therapizing style

**John S. Rogers Science Research Program**, Lewis & Clark College Summer 20XX  
*Neuroscience Co-Researcher*

- Peer reviewed documents to be submitted to IRB (Institutional Review Board)

### **CERTIFICATIONS/AWARDS**

**CITI Program**, A Division of BRANY

- Responsible Conduct of Research - April 2021- Present
- Social and Behavioral Research - Aug. 2021 - Present
- Revised Common Rule - Aug. 2021 - Present

#### **Red Cross Certification**

- Adult and Pediatric First Aid/CPR/AED - 6/11/2021 (2yrs) ID:00KATBD
- Wilderness and Remote First Aid - 6/11/2021 (2yrs) ID:00GHTAO

### **SKILLS**

Proficient in navigating and using Statistical Analysis programs R and Jamovi  
Strong technical skills with using Word, Excel, Google Sheet, PowerPoint, Google Docs, and Pages  
Familiarly with MLA, Chicago, APA writing styles  
Fluency: English, Spanish, French, Italian

# Frodo Baggins

he/him

Brandy Hall, Buckland Bag End,  
Hobbiton Crickhollow Valinor  
(555) 444-3218  
FrodoBagg@gmail.com

## EDUCATION

### Lewis and Clark College

Candidate for Bachelor of Arts

Major in Chemistry and Minor Mathematics

GPA - 3.97

Expected May 20XX

Portland, OR

### Shire High School

High School Diploma

GPA - 4.02

August 20XX - May 20XX

Shire, Nz

## EXPERIENCE

### Greenleaf Makeup Company

*Chemical Engineering Intern*

Working with makeup scientists to create plant based formulas for eco friendly makeup products, colors, and mass production. Specifically working in the foundation department to create all inclusive makeup for every skin tone from mushrooms and bacteria to reduce the pressure on Ent-wive hunting.

May 20XX - Present

### Lewis & Clark College Art Exhibits

*Ring Exhibit Advisor*

Helped students and alumni explore the joys of ancient rings by creating ancient and modern ring displays. Created detailed histories of each ring with theories of their creating and origin. Transported rings to where they originated from after the exhibit.

September 20XX - May 20XX

Portland, OR

### Birch Trails Camp

*Camp Counselor*

Created and facilitated a Birch Trail specific map/history and Elven Language program for elementary-aged students. Led climbing, tie dye, sailing, and other various activities for groups of campers of various ages.

June 20XX - August 20XX

Minong, WI

### Shire Bird Conservation Center, Three Mountain Alliance

*Volunteer*

Conducted surveys on endangered plants and animals in culturally significant and high risk areas, worked to restore native forests, and mapped Shire historical sites.

August 20XX - January 20XX

## SKILLS

- Fluent in Sindarin and Quenya
- Experienced in Canva, Google Platform, Microsoft Word, R, Workday, WebMO, and Wix Website Creator

## AWARDS/CERTIFICATIONS

- Wilderness First Responder Certified, 20XX
- Adult/Child/Infant CPR, AED & Airway Management Certified, 20XX
- Epinephrine Auto-injector Certified, 20XX
- Bronze Presidential Volunteer Service Award, 20XX

# Petri Amygdal

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[\(434\) 656-6666 ~ Petri@gmail.com](mailto:Petri@gmail.com)

## **EDUCATION**

**Lewis & Clark College** Portland, OR, Anticipated May 2024

Bachelors of Arts, Major- Biology, Minor- Mathematics

G.P.A. 3.3 overall; 3.5 Biology, 3.7 Mathematics

**Related Coursework:** Organic Chemistry I&II, Statistical Analysis, Combinatorics, Biomedical Ethics, Biology of Infectious Diseases, Calculus IV with Applications to Science, Genetic Engineering, Molecular & Cellular Biology, Differential Equations

**Independent Projects:** “Categorizing the motor-driven and diffusive motion of secretory granules containing neuromodulatory proteins”

## **LAB TECHNIQUES AND COMPUTER SKILLS**

~ Atomic force Microscopy    ~ Laser Spectroscopy    ~ Programming in C++ and R  
~ Fluorescence Microscopy    ~ Western blotting    ~ Geographic Information Systems  
~ Plant identification    ~ Mathematica    ~ Polymerase chain reaction  
~ LabView    ~ Teralode 4    ~ MS Office

## **RESEARCH EXPERIENCE**

**Researcher, John S. Rogers Research Program** - Summer 20XX

Department of Biology, Lewis & Clark College, Portland OR

~ Executed High-resolution fluorescence microscopy; image deconvolution, live-cell imaging, diffusion modeling

~ Prepared samples by fixing cells, mounting on microscope slides and conducting immunohistochemistry and electroporation

**Researcher, Vertebrate Lab** - Winter 20XX

Department of Biology, Lewis & Clark College, Portland OR

~ Perform laboratory and literature research on molecular basis of vertebrate circadian clock with Principal Investigator Robert Geeko

~ Investigate expression and function domain s of clock gene cryptochrome using luciferase gene reporter system transferred in COS-7 and NIH3T3 cell lines

~ Present data at weekly lab meetings and collaborate with team to make sure study runs smoothly

**Research Assistant, Greta Binford Lab** - Fall 20XX - Present

Department of Biology, Lewis & Clark College, Portland, OR

~ Organize, clean, and set up lab for Principal Investigator Greta Binford which investigates biodiversity and arachnids, examining the evolutionary process of spider venoms

**Assistant, La Selva Biological Station** - Summer 20XX

International Science Internship, Montreverde, Costa Rica

~ Conducted research on ecological genetics by collecting soil, root, and leaf samples from various field sites

~ Performed DNA sequencing and genotyping in environmental sciences lab utilizing Applied Biosystem 3100-AvantGenetic Analyzer

~ Followed proper safety precautions and cerated organized work space so analysis was successful

~ Co-edited manuscript to be submitted for publication in international journal

## **TEACHING EXPERIENCE**

**Math Tutor, Symbolic and Quantitative Reasoning Center** - Fall 20XX - Present

~ Tutored algebra tough introductory major courses in mathematics

~ Presented material in clear, engaging manner to increase students' understanding and performance

## SAMPLE REFERENCES PAGE

(Use the heading from your resume which includes your name & email)

### REFERENCES

Format for reference listings:

First and last name

Title

Organization

Phone number

Email

Greta Binford

Associate Professor of Biology

Lewis & Clark College

503-768-7653

[binford@lclark.edu](mailto:binford@lclark.edu)

Louis Kuo

Professor and Chair of Chemistry

Lewis & Clark College

503-768-7535

[kuo@lclark.edu](mailto:kuo@lclark.edu)

Benjamin Smith

Director of Division of Endocrinology

Oregon Health & Sciences University

503-494-8642

[smith@ohsu.edu](mailto:smith@ohsu.edu)

### References tips

- Three references are usually sufficient. This student selected two academic references and an employment reference who was her internship supervisor.
- Choose references who know you well and who can speak to your academic accomplishments, skills, work ethic and achievements.
- Always get permission prior to using someone as your reference and make sure you send your reference a copy of your resume. It is best practice to give a reference a minimum of 2 weeks' notice if putting them as a reference and a months' notice if you would like a written reference letter.
- References go on a separate page from your resume. You do not need to have "references available on request" on your resume, as this is a given.

## ACTION VERBS

Achievement	Analysis & Problem Solving	Assistance	Communication	Creation & Development	Negotiation
Advanced	Abstracted	Advised	Addressed	Acted	Advised
Assured	Analyzed	Assisted	Advertised	Adapted	Advocated
Bolstered	Appraised	Bolstered	Answered	Authored	Arbitrated
Eliminated	Assessed	Collaborated	Briefed	Bolstered	Bargained
Encouraged	Briefed	Contributed	Communicated	Built	Expedited
Enhanced	Clarified	Consulted	Corresponded	Charged	Facilitated
Expanded	Compared	Cooperated	Debated	Clarified	Lobbied
Facilitated	Correlated	Enlisted	Explained	Composed	Mediated
Fostered	Critiqued	Facilitated	Expressed	Conceived	Merged
Generated	Debated	Fostered	Facilitated	Corrected	Motivated
Guaranteed	Defined	Helped	Interpreted	Created	Negotiated
Identified	Determined	Participated	Interviewed	Designed	Persuaded
Improved	Diagnosed	Referred	Lectured	Developed	Promoted
Increased	Dissected	Served	Listened	Devised	Reconciled
Inspired	Evaluated	Strengthened	Narrated	Discovered	Solved
Mastered	Examined	Supported	Prepared	Drafted	
Maximized	Identified	Sustained	Presented	Eliminated	
Motivated	Interviewed		Publicized	Established	
Obtained	Judged		Recorded	Expanded	
Overcame	Maintained		Responded	Expedited	
Promoted	Mapped		Spoke	Initiated	
Reduced	Monitored		Wrote	Innovated	
Stimulated	Observed			Instituted	
Strengthened	Perceived			Integrated	
Upgraded	Ranked			Introduced	
	Read			Invented	
	Reasoned			Launched	
	Related			Modified	
	Researched			Originated	
	Reviewed			Perceived	
	Screened			Performed	
	Scanned			Planned	
	Solved			Prioritized	
	Studied			Produced	
	Summarized			Proposed	
	Synthesized			Recommended	
	Verified			Reduced	
	Visualized			Refined	
				Revamped	
				Set	
				Shaped	
				Simplified	
				Strengthened	
				Upgraded	

Operations	Organizations	Persuasion	Service	Supervision & Management	Teaching & Counseling
Adjusted	Accumulated	Aided	Assisted	Administered	Adapted
Adapted	Assembled	Advertized	Attended	Allocated	Advised
Bolstered	Built	Auctioned	Cared (for)	Approved	Advocated
Clarified	Catalogued	Bolstered	Catered	Arranged	Aided
Corrected	Clarified	Enlisted	Delivered	Assigned	Assessed
Eliminated	Coordinated	Facilitated	Entertained	Authorized	Assisted
Expedited	Correlated	Helped	Facilitated	Coached	Briefed
Facilitated	Detailed	Improved	Furnished	Decided	Charged
Fixed	Developed	Led	Listened	Delegated	Clarified
Implemented	Facilitated	Maintained	Maintained	Directed	Coached
Installed	Filed	Motivated	Prepared	Dispatched	Communicated
Performed	Gathered	Negotiated	Procured	Educated	Conducted
Prepared	Identified	Persuaded	Provided	Encouraged	Consulted
Prioritized	Inspected	Promoted	Satisfied	Enforced	Coordinated
Produced	Located	Purchased	Served	Evaluated	Demonstrated
Programmed	Maintained	Raised	Supplied	Executed	Educated
Promoted	(records)	Recommended		Exercised	Empathized
Ran	Mapped	Recruited		Expedited	Guided
Reduced	Met (deadlines)			Facilitated	Helped
Repaired	Methodized			Fired	Implemented
Serviced	Obtained			Followed	Improved
Set	Planned			(through)	Influenced
Transported	Prioritized			Hired	Informed
Upheld	Processed			Implemented	Inspired
Used	Programmed			Instructed	Interpreted
Utilized	Reorganized			Led	Investigated
	Reproduced			Maintained	Observed
	Retrieved			Managed	Perceived
	Revamped			Met (deadlines)	Persuaded
	Revised			Monitored	Restored
	Scheduled			Organized	Saved
	Set			Oversaw	Shared
	Simplified			Planned	Spoke
	Solved			Prepared	Strengthened
	Streamlined			Regulated	Substituted
	Structured			Reinforced	Sustained
	Synthesized			Responded	Taught
	Systemized			Retained	Trained
	Updated			Reviewed	
				Scheduled	
				Set	
				Supervised	
				Taught	
				Trained	

## **SAMPLE KEYWORDS**

### **Advertising &**

#### **communication**

- Client presentation
- Creative ability
- Marketing management
- Media planning
- Promotional materials
- Video editing

### **Community**

#### **development**

- Project
- Outreach
- Volunteering

### **Education**

- Child development
- Education administration
- Instruction
- Coaching
- Supervision

### **Engineering**

- AI
- Analog
- Compiler
- Control systems
- Electronics
- Graphics
- Hardware engineering
- Instrumentation
- Manufacturing
- Mechanical engineering
- Optical design
- Peripherals
- R&D
- Robotics
- Signal processing
- Software engineering
- Structural
- System level design
- Thermal

### **Finance**

- Account administration
- Accounting
- Banking
- Cash management
- Credit
- Commercial lending
- Corporate finance
- Mergers and acquisitions
- P&L

### **Government & politics**

- Foreign affairs
- International affairs
- Research

### **Human resources**

- Benchmarking
- Benefits
- Compensation
- Diversity
- EAP & EEO
- Employee Relations
- Job banding
- Organizational behavior
- Performance management
- Total quality
- Training and development
- Wage and salary

### **Information systems**

- Any actual application, Ian-Gauge, operating system
- Database administration
- File system management
- Online information services
- Real-time processing
- Software support
- System administration

### **Interpersonal traits**

- Adaptable
- Communication skills
- Creative
- Delegation
- Detail-minded
- Innovative
- Leadership

- Multitasking
- Negotiating
- Problem-solving
- Results-oriented
- Service-oriented
- Self-accountable
- Team player

### **Investments**

- Arbitrage
- Broker-dealer
- Budget
- Cold calls
- Derivatives
- Dividend
- Equity
- Financial portfolio
- Futures
- Investor relations
- Management
- Margin
- Mutual fund
- Organizational design
- Policy development
- Resource allocation
- Risk analysis or management
- Stock analysis
- Strategic planning
- Total quality
- Treasury
- Trusts

### **Marketing**

- Account penetration
- Business development
- Competitive analysis
- Forecasting
- Market segmentation
- New product
- Pricing strategy
- Point of sale
- Sourcing

### **Medical & healthcare**

- Analytical skills
- Medical records
- Casework services
- Healthcare policy

**Process design & counseling**

- Dynamic simulation
- Feasibility studies
- Problem-solving
- Software solutions
- Client-server
- Technologies
- LAN/WAN
- Interpersonal skills

**Project management**

- Estimating
- Project engineering

**Public health**

- Evaluation
- Target population
- Project coordination
- Social marketing

**Purchasing**

- Acquisition
- Logistics
- Vendor

**Telecommunications**

- LAN
- Network design
- Satellite

## TOP TEN RESUME MISTAKES

Adapted from Peter Vogt, Monstertrak Career Coach

1. **Typos and grammatical errors:** Your resume should have no grammatical errors. If it isn't, employers may read between the lines and decide your writing skills are not up to par.
2. **Lack of specifics:** It is important to move beyond your basic job description to more detailed and quantified information about your accomplishments.  
For example, "Worked with employees in a restaurant setting." can be turned into "Recruited, hired, trained, and supervised more than 20 employees in a restaurant with \$2 million in annual sales." Both phrases could describe the same person, but the second one's detail and specifics are more likely to grab an employer's attention.
3. **Attempting one size fits all:** This describes when you try to make one resume to send to all employers. You most likely end up with something unspecific for the job you want, which the employer may recognize. Write a resume that clearly shows how and why you are the best fit for the position within the specific organization by tailoring your experience to the position.
4. **Highlighting duties instead of accomplishments:** Employers are more interested in what you have accomplished than a list of what you have done.  
Listing duties looks like: "Worked with children in a day-care setting" and "Updated departmental files."  
Stating accomplishments looks like: "Developed three daily activities for preschool-age children and prepared them for a holiday program performance." and "Reorganized 10 years worth of files, making them easily accessible to department members."
5. **Going too long or cutting too short:** Begin by creating a full list of all your activities and accomplishments. Then choose the items that best represent yourself as a good candidate for a position. Make sure you provide sufficient information about yourself. The Career center is here to help with this ambiguous task.
6. **An unfocused objective:** A generic bullet point is not helpful to the employer. When writing your objectives, make sure it's specific and something that focuses on the employer's goal for their candidate.
7. **Not including action verbs:** Avoid using phrases like "responsible for." Instead, take advantage of the list of action verbs in the How to build a resume handout to develop powerful statements about your skills and accomplishments.
8. **Leaving off important information:** You may be tempted to leave off unpaid positions, volunteer work, or jobs you've taken to earn a little extra money. However, the soft skills you have gained from these experiences may be more important to employers than you might think.

9. **Visually too busy:** If your resume is wall-to-wall text with five different fonts, it will most likely overwhelm the employer or look unprofessional. You can create a stylish resume without going overboard. Get the opinion of several people before finalizing the document and remember the Career Center is here to help with this.
  
10. **Incorrect contact information:** Though it may seem obvious, many people accidentally list the wrong contact information on their resume. Double-check the most minute details before sending your resume in. This is how the employer will tell you if you got the next interview!

For other tips and resources, or any questions, visit the Career Center website:

[http://go.lclark.edu/career\\_center](http://go.lclark.edu/career_center)