



Quick Tip Sheet: Resume

career.uri.edu | 401-874-2311 | ccee@uri.edu | Roosevelt Hall, First Floor

RESUME GUIDELINES

OVERALL FORMATTING:

- Start with a blank Word or Google Doc, or use one of the templates provided on your major page: career.uri.edu > Explore by Major. **Do not use a built-in template from Word or Google Docs.** Do not use Canva to build your resume.
- One page, single-sided
- Font size of 10-12pt (name & section headings may be larger)
- Margins between 0.5"-1"
- Well-organized headings that help the audience find important information quickly
- Formatting (**bolding**, *italics*, underline, etc.) used consistently, sparingly, and purposefully
- Page should not be overcrowded with text, nor should there be excessive blank space
- Appropriate verb tense (past tense for previous roles, present tense for current roles)
- Avoid personal pronouns ("I," "me," "my")
- Flawless grammar, spelling, and punctuation
- Save & distribute your resume as a PDF file

HEADER:

- First & last name (14-18pt font, CAPS or **bolded**), phone number, and professional email address
- Link to LinkedIn profile with a customized URL
- Do not include photo/headshot
- If relevant, link to professional portfolio

EDUCATION:

- First section on the resume

- Degree-granting institution name & location
- Month & year of degree completion (no start date)
- Degree of study & major (eg. Bachelor of Arts in Journalism); minor(s)/concentration(s) if applicable
- **Optional:** GPA (if 3.0 or higher), academic honors, study abroad
- Coursework that demonstrates knowledge relevant to the industry

EXPERIENCE SECTION(S):

- Jobs, internships, volunteer work, campus involvement, class projects, entrepreneurial experience, research, military, etc.
- Entries listed in reverse chronological order within each section
- For each entry, include job/project title, company/organization name & location, dates employed
- Bullet points under each entry describe responsibilities and accomplishments
 - All bullet points start with an action verb
 - Include quantifiers of work where possible (revenue, percentages, population, time)
 - Include results or evidence of success
- Experiences may be broken out into multiple sections

ADDITIONAL SECTIONS:

- Professional summary: 2-3 lines maximum; highlight content that connects your qualifications to position requirements
- Relevant technical skills: computer skills, language proficiency, equipment/technical knowledge
- Honors/awards, presentations, publications, professional associations, certifications, and/or licensures

For more resume guidance, review the CCEE's Resume Module:

career.uri.edu/resources/ccee-professional-development-modules

To see examples of completed resumes, check out your major page at

career.uri.edu > Explore by Major

ACTION VERBS BY SKILL SET

MANAGEMENT	COMMUNICATION	RESEARCH	TEACHING	CREATIVE	HELPING	ADMINISTRATIVE	FINANCIAL	TECHNICAL
Administer Analyze Arrange Assign Attain Chair Contract Coordinate Delegate Develop Direct Enable Evaluate Execute Facilitate Hire Improve Increase Initiate Lead Manage Operate Orchestrate Organize Oversee Plan Prioritize Produce Recommend Review Schedule Spearhead Strengthen Supervise Unify	Address Arbitrate Author Brief Campaign Compose Convey Convince Correspond Critique Develop Document Direct Draft Edit Enlist Illustrate Influence Interpret Lecture Mediate Mobilize Moderate Motivate Negotiate Outline Persuade Present Promote Publicize Recruit Review Speak Translate Write	Analyze Assess Clarify Collect Compile Critique Diagnose Discover Evaluate Examine Explore Extract Identify Inspect Interpret Interview Investigate Measure Model Organize Project Qualify Quantify Review Summarize Survey Systematize Test Track	Adapt Advise Clarify Coach Communicate Coordinate Develop Educate Enable Encourage Evaluate Facilitate Guide Inform Initiate Instruct Motivate Persuade Set goals	Act Build Conceptualize Create Design Develop Devise Direct Establish Form Fashion Found Illustrate Institute Initiate Integrate Introduce Invent Pioneer Plan Revitalize Shape	Advise Advocate Assess Clarify Coach Counsel Demonstrate Diagnose Educate Expedite Facilitate Familiarize Guide Mentor Motivate Recommend Refer Rehabilitate Represent Resolve	Approve Arrange Catalogue Classify Collect Compile Dispatch Execute Generate Implement Inspect Itemize Monitor Operate Organize Prepare Process Record Retrieve Screen Specify Tabulate Validate Verify	Administer Allocate Analyze Appraise Audit Balance Budget Calculate Compute Develop Forecast Manage Market Plan Project Research	Assemble Build Calculate Compute Design Devise Engineer Fabricate Implement Incorporate Launch Maintain Operate Overhaul Program Remodel Repair Solve Train Upgrade

Explore more action verbs at themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome