

HOWARD UNIVERSITY CENTER FOR CAREER AND PROFESSIONAL SUCCESS

HOWARD UNIVERSITY UNDERGRADUATE

RESUME WRITING GUIDE



Center for Career
and Professional Success

- Conducted surveys in...
- Conducted Training Need A...
- Motivation Training comp...

LEADERSHIP SKILLS

Center for Career & Professional Services

Resume Writing Guidelines

Resume Overview

Out of all the different tools you will use to conduct your search and land your first job, the **most** important one is a well written resume. It is the foundation upon which all aspects of the job search process are built upon. The sole purpose of a resume is to represent you and all your marketable skills, on paper, to a potential employer. It should highlight all of your key skills, major strengths and leadership capabilities and future potential, as well as provide the employer some insight on where your skillset might be useful to them. It is cornerstone of your “marketing plan”, essential in order to begin your job search and a requirement for an interview to be conducted.

The template for Howard University Undergraduate students is structured using the “chronological” format. Not only is this the most used style for all individuals new to the salaried workforce but it is also the simplest format in that it allows the student list potentially un-related work experiences in a professional manner. When using this format, all positions are listed in REVERSE chronological order allowing the reader to learn about your most recent experience first.

A Resume Should Be:

- ✓ One page in length, easy to read and concise
- ✓ Structured using the STAR format (see below chart)
- ✓ Informative yet descriptive and results oriented
- ✓ Industry focused and, if possible, targeted towards a specific career

DO's	DON'Ts
<ul style="list-style-type: none">• Keep format clean & organized• Focus on accomplishments & skills• Start each bullet with an action verb• State results & quantify whenever possible• Use Grammarly & spellcheck frequently• If possible, tailor resume to job posting• Keep your resume up to date	<ul style="list-style-type: none">• Pay to have your resume written• Use “I” or write in third person• Exaggerate your work experience• Undersell your work experience• Write anything negative

STAR Format

Using the STAR format allows you to easily tell a story about an experience you had, the skills you used to work through it and the results achieved from your efforts. Each bullet on your resume should be a 1-3 liner that describes those experiences to the reader.

SITUATION – Describe the situation or circumstances of how this problem arose.
TASK – What issues that came about as a result of the problem described above?
ACTION – What steps did you take to solve or remedy the situation your describing?
RESULT – What ended up happening or came about as a result of you taking action?

YOUR FULL NAME

email@address.com

• (202) 111- 2323 •

www.linkedin.com/in/personalizedlink

EDUCATION

HOWARD UNIVERSITY

Degree Major: XXX, **Minor:** XXXXXXXXX, **GPA:** List only if over 3.5/4.0

Honors/Awards:

Relevant Coursework: (max. 2 lines)

Expected: Mo/Yr

Washington, DC

IF APPLICABLE (List Other Academic Experiences)

Academic Projects

University Name (study abroad experience)

Semester/Yr

Semester/Yr

City, Country

WORK EXPERIENCE

NAME OF EMPLOYER (Most Recent)

Job Title

Mo/Yr – Mo/Yr

City,ST

- List each achievement separately using STAR format – three lines or less for each one
- Focus on accomplishments & skills
- Start each bullet with an action verb
- State the results of your efforts and quantify whenever possible to demonstrate impact

NAME OF EMPLOYER (Next Most Recent)

Job Title

Mo/Yr/Mo/Yr

City, ST

- List each achievement separately using STAR format – three lines or less for each one
- Focus on accomplishments & skills
- Start each bullet with an action verb
- State the results of your efforts and quantify whenever possible to demonstrate impact

NAME OF EMPLOYER (Next Recent)

Job Title

Mo/Yr – Mo/Yr

City,ST

- List each achievement separately using STAR format – three lines or less for each one
- Focus on accomplishments & skills
- Start each bullet with an action verb
- State the results of your efforts and quantify whenever possible to demonstrate impact

ACTIVITIES, SKILLS, INTERESTS

School Clubs & Interests: List in order of importance leadership function and membership activity

Technical: List software skills in descending order of importance

Foreign Languages: List in order of fluency, proficiency, and basic knowledge

Interests/Hobbies: List 1 or 2 of professional or cultural interest & one athletic if possible

Howard Student Example #1

email@address.com

• (202) 111 2323 •

www.linkedin.com/in/personalizedlink

EDUCATION

HOWARD UNIVERSITY, School of Communications

Washington, DC

Bachelor of Science-Public Relations; Minor-Finance GPA: 3.75

May 2020

Deans List '18, '19; National Honor Society

Relevant Coursework: Business Analytics for Management Decisions, Managing in a Global Setting, Corporate Finance

Academic Projects

Networking & Telecommunications (IST 220)

Spring 2019

- Project chosen to be entered into the Conference Exhibition/Competition
- Worked as a team to develop a network-based solution to an everyday problem in the world
- Collaborated with 5 team members and a corporate executive from Morgan Stanley

WORK EXPERIENCE

Howard on Wall Street Program Participant

January 2019
New York, NY

- One of 20 students selected out of over 200 applicants to attend this prestigious three-day finance immersion
- Visited several headquarters of large financial institutions to meet and network with Howard University alumni at companies such as Needham & Company, Bank of America, Morgan Stanley, PIMCO, BlackRock, Citigroup and JP Morgan.
- Learned about various career paths within finance such as sales & trading, private equity, and investment banking.
- Conducted informational interviews with alumni at each company.

Morgan Stanley Research Analyst Intern

Aug 2016 – Aug 2018
New York, NY

Focus on accomplishments & skills

- Determined favorable trends by analyzing ratios, using Excel spreadsheets to exhibit trends.
- Developed and presented to management a PowerPoint presentation on Delta's performance

Start each bullet with an action verb

- Assumed and maintained P&L responsibility for administrative departments, including Human Resources, HRIS, MIS, Training and Development, Safety, Security, Internal Audit, Benefits and Compensation, Legal, Insurance, Travel, and Internal Investigations.

State results & quantify whenever possible

- Emphasize excellent customer service internally and externally; created new ways of communicating with customers that helped increase enrollment for various programs by 75 percent over past two years.

SKILLS/INTERESTS

Technical: Java programming, Instagram, Microsoft Office, Excel, Word.

Languages: English (Fluent), Afrikaans (Moderate)

Interests: automobiles, sports, music, and exercise

RESUME 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

CHECKLIST FOR RESUME REVIEW

*Complete this resume review PRIOR to meeting with a Career Coach & Uploading to Handshake

Lay Out and Appearance	Yes	No	Comments
Is name at the top of the page an easy to read format? Are address, phone number and e-mail also easy to read?			
Is resume an appropriate length (1 page preferred)?			
Is formatting (e.g., font, bullet sizes, heading styles, bold and caps) consistent throughout the resume? Are the headings and statements evenly spaced?			
Are verb tenses in the present tense for current positions? Are verb tenses in the past tense for previous positions?			
Are there approximately 2-4 statements per position?			
If using bullet points, are the bullets an appropriate size and is there space between the bullet and text?			
Is punctuation consistent?			
Is it polished and appealing to read, with sections clearly labeled?			
Is it free of typographical errors and misspellings?			
Content	Yes	No	Comments
If there's an objective, does it clearly state what the student is seeking and is it consistent with opportunities offered by the employer of interest?			
Are the following headings included: Education, Experience, Activities & Honors			
Does the Education section state official degree and expected graduation date? Is GPA (if over 3.0 or required) included? Is GPA accurate?			
In Relevant Courses, do the courses demonstrate higher level or relevant supplementary knowledge?			
Do statements in Experience section begin with action verbs? Are a variety of action verbs utilized in the section?			
Do the statements demonstrate accomplishments rather than routine tasks/duties?			
Are statements written in short and concise phrases that give just enough detail to pique interest without being repetitive or excessive in description?			
Does it list honors and/or special skills such as languages, programming skills, etc.			
Do entries in Activities and Honors demonstrate additional skills or experiences as opposed to just listing numerous extracurricular activities?			