Purpose

Your résumé makes you stand out to employers by succinctly highlighting your education, experience, and skills. It's not a simple work history—it's a marketing tool that shows you as the best choice per their job description. There is no one way to formulate a résumé, but there are best practices and basic principles to note. Rise above the crowd with tailored content, clearly written—free of spelling, grammar, or formatting errors. As a first impression, ensure that you command the busy employers' attention with your work results. You must be interviewed!

General Layout and Formatting

CONTENTTypical sections should include (but are not limited to): summary, education, skills, experience, and achievements/honors/volunteer/ involvement.

Summary Section:

Or perhaps:

> Pursuing specialization in process e iciency and sustainability best practices.

3. STATE THE OBJECTIVE Now that you've pushed o from a strong footing by beginning the summary with your best-known subject—yourself—you can include your immediate career goals.

> Seeking position as process engineer with Acme Products Ltd. [specific position]

Or:

> Seeking an opportunity to contribute to an organization using superb project management skills. [general career development goal]

Examples:

Summary ( )

Master of Chemical Engineering with competence in recommended laboratory procedures and productive experience in collaborative projects. Specializing in petro-chemical process engineering. Seeking position as process engineer with Acme Products Ltd.

Summary ( )

Versatile, highly technical, customer-centric engineer with passion for customer and business objectives: supported customer challenges with skilled communications and cra ing solutions for packaging/licensing to export (32) project-critical materials one month ahead of time. Led business and technical solutions in Baker Hughes Sub-Sahara Africa geo-market to e ectively add $300,000 (U.S.) in revenue, decreased downtime by 40 percent in nine months amidst corporate austerity. Led execution of $10 million (U.S.) binational campaign, delivered superior tool quality with one week average turnaround (vs. typical 2.5). College academic coach and self-motivated team player seeking an engineering role at an innovative, diverse company.

Education

Your education section should include any degrees or certifications you have earned or are in the process of completing. List your degrees in reverse chronological order, with the **most recent listed first.**

Include the full name of the school you attend(ed) (e.g., Illinois Institute of Technology), city and state where the school is located, **full name** of the degree (e.g., Bachelor of Science, Applied Mathematics), and your expected graduation date (month/year).

Include your cumulative or major GPA if it is above 3.0/4.0. If your GPA from a past institution is not on a 4.0 scale, **convert it** using the World Education Services conversion chart: . . . e .org gradecon er iong ide Make it as easy as possible for the person reading your résumé.

Relevant coursework is sometimes listed to highlight additional knowledge gained. It's not required, but if there is space on your one-page résumé, and it will add value when there is lac of experience and extra space, then include it.

Example:

Education

Illinois Institute Of Technology, Chicago, IL	May 2022
Bachelor Of Scienc Mechanical Engineering, GPA	

Your skills section should be listed a er your education. Include technical, computer, programming, and scientific skills, proficiencies, and certificates, as well as languages spoken

Transferrable skills (organizational, time management, communication skills) and personal qualities (outgoing, team-player, detail-oriented) should not be listed in this section. Instead, these competencies should be demonstrated throughout your experience section inside the description bullets.

Include only skills that you feel comfortable using upon starting a job. If you have basic knowledge of a certain skill, but do not feel confident using it upon beginning a job, do not include it on your résumé.

Example:

> **Skills**
>
> **Programming Languages:** Python | Java |Javascript | C++, C
> **Frameworks:** Django | AngularJS
> **Technologies:** HTML/CSS | jQuery |IndexedDB |Git |LaTeX

Your experience section can include any relevant work, volunteer, academic, project, or leadership experience. You can create multiple sections, each with di erent headers, to highlight various categories of your experiences. Each section should be listed in reverse chronological order, with the most recent experience listed first.

- ► Include the name of the company or organization, location, your position title, and dates of involvement (month/year). See example below.
- ► Describe your role using bulleted phrases, in an active voice. Each bullet point should begin with an active verb that highlights the skill you are demonstrating (organized, developed, led). Vary the list of verbs you use to show your range of skills. See the list at the end of this document.
- ► Focus on your accomplishments and outcomes, not only your job responsibilities. Consider why your role was important—what value did it have to the organization?
- ► Write between two and four bulleted descriptions of your role for each experience.
- ► Frame your experiences around the accomplishments that future employers in your field will find beneficial. Order your bullet points with the most relevant accomplishments first.
- ► Review the PARS method of writing bullet point descriptions: What was the problem you addressed? What were the actions you took? What were the results? What skills did you use or develop?
- ► Demonstrate your transferrable skill set through part-time jobs, volunteer experiences, and co-curricular

> **Experience**
>
> Position, Department, or Division   Month/Year–Month/Year
> **Name Of Company,** City, State/Country
> Describe achievements in results-oriented style, impact on the organization
> Developed…
> Performed…

Experience: Achievements/Honors/Volunteer Experience:

If you have room, include any volunteer work, service projects, or co-curricular involvement. Highlight your transferrable skills here, or simply list experiences to demonstrate your involvement beyond school and work. Include dates where appropriate in the same format as above.

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Summary

A specific outline of your core credentials, competencies, specialties, and objective in submitting this résumé. Should be no more than three lines long.

Education

Illinois Institute Of Technology, Chicago, IL   Expected May 20XX
XX Degree, Specialization/Minor, GPA: 4.0

Skills

This would include technical | programming | scientific | certificates (bolding Skills

List of Action Verbs for Résumés

Management/Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened
supervised
terminated

Communication/Interpersonal Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
dra ed
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

List of Action Verbs
for Résumés:

Financial/Data Skills

administered	balanced	estimated	projected
adjusted	calculated	forecasted	reconciled
allocated	computed	managed	reduced
analyzed	conserved	marketed	researched
appraised	corrected	measured	retrieved
assessed	determined	planned	
audited	developed	programmed	

Creative Skills

acted	developed	illustrated	performed
adapted	directed	initiated	photographed
began	displayed	instituted	planned
combined	drew	integrated	revised
conceptualized	entertained	introduced	revitalized
condensed	established	invented	shaped
created	fashioned	modeled	solved
customized	formulated	modified	
designed	founded	originated	

Helping Skills

adapted	collaborated	facilitated	rehabilitated
advocated	contributed	familiarized	presented
aided	cooperated	furthered	resolved
answered	counseled	guided	simplified
arranged	demonstrated	helped	supplied
assessed	diagnosed	insured	supported
assisted	educated	intervened	volunteered
cared for	encouraged	motivated	
clarified	ensured	provided	
coached	expedited	referred	

Organization/Detail Skills

approved	filed	prepared	set up
arranged	generated	processed	submitted
cataloged	implemented	provided	supplied
categorized	incorporated	purchased	standardized
charted	inspected	recorded	systematized
classified	logged	registered	updated
coded	maintained	reserved	validated
collected	monitored	responded	verified
compiled	obtained	reviewed	
corresponded	operated	routed	
distributed	ordered	scheduled	
executed	organized	screened	

More Verbs for Accomplishments

achieved	resolved (issues)
completed	restored
expanded	spearheaded
exceeded	succeeded
improved	surpassed
pioneered	transformed
reduced (losses)	won