Resume Guide

The goal of resume is to showcase your strongest skills first, to get the reader's attention, and to encourage them to keep reading further. The required sections are:

Margins:

1" for Freshmen

Font:

Garamond. Resume Management Systems that many organizations use do not process graphics: avoid graphics, lines or italics. Email address and LinkedIn URL must not be hyperlinked. Dates should be right aligned.

Header:

Name
- o   Font Size: 20   Font: Garamond

Contact information
- o   Wabash Email, Phone Number
- o   Font Size: 12   Font: Garamond

LinkedIn URL
- o   For more information see L

List of Action Verbs Based on Skills

Management Skills:

Administered, analyzed, assigned, attained, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, executed, improved, increased, organized, oversaw, planned, prioritized, produced, reviewed, scheduled, strengthened, supervised

Creative Skills:

Acted, conceptualized, created, customized, designed, developed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, revitalized, shaped

Helping Skills:

Assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented

Communication Skills:

Addressed, arbitrated, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, facilitated, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited

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Neil Armstrong

PROFILE

EDUCATION
BA: Hid.o.7y,
Diploo.7ma:

Technical Skills: