

Upperclassmen Resume Guide



Contents

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Professional Experience(s) Section:

Only include specific results-oriented information ("accomplishments") that will interest the reader, not every experience. Quantify wherever possible. Bullets must start with action verbs related to skills learned/developed and should answer "Why?" and/or "How?"
DO NOT simply list job duties.

Example of job duty:

- "Assisted with classroom activities for music students"

3 Examples of Accomplishments:

- Exposed students to meaningful musical experiences (WHY?) to enhance their social and academic development (Note: Specifics about experiences and development needed)
- Enhanced students' social and academic development (HOW?) by exposing them to meaningful musical experiences (Note: Specifics needed)
- Created an interactive learning environment (HOW?) through creative drills and skills practices (WHY?) to increase engagement (again, specifics needed)

Extracurricular Experience Section:

- Every entry must have at least one sentence explaining the role.
- You are telling a story – be as specific as possible. DO NOT just list activities/positions/programs/immersion experiences.
- Technical skills can be a separate section depending on proficiency and relevance with the applied position. It should go right after Education in such a case, otherwise keep it under Professional Development.

Remember, consistency is the key!



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, i





STEM CV

