



WRITING RÉSUMÉS

The résumé as a communicative marketing tool

PURPOSE:

A résumé is a professional, selectively tailored summary of your personal, educational, and experiential qualifications for employment, competitive, or informative purposes. Résumés are used in both the work and education worlds, and depending on what your goals are, could be used to:

- secure an interview for a job or internship
 - communicate your background and experiences with your advisers and mentors
 - encourage your selection for grants or scholarships
 - help you land a spot in a study-abroad program
 - supplement (and compliment) your applications to graduate school or prestigious fellowships
 - help you identify and understand your own strengths and areas for improvement
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GENERAL GUIDELINES & TIPS:

- Revise and tailor your résumé (and cover letter) for every position; avoid résumé templates.
 - Arrange the entries on your résumé so that the most relevant and recent information is presented first.
 - Use categories that complement your experiences and the position description.
 - Express your professional accomplishments and skills clearly and succinctly.
 - Use short phrases, not complete sentences – string phrases together with semicolons if necessary.
 - Use consistent and parallel formatting.
 - Think about your audience; contextualize sufficiently and avoid Grinnell-specific abbreviations.
 - Remember that white space is your friend – be selective, and do not try to cram everything in.
 - Omit unrelated high school activities unless they are of state or national importance (e.g., Intel Science Fair award, state-champion athletics, etc.).
 - Do not list your references on your résumé – list their names and contact information in order of strategic importance on a separate page (with your name and contact information at the top).
 - Never send out your first draft – proofread carefully and have your résumé reviewed at the CLS before submitting.
 - Save and submit your résumé in PDF format whenever possible to preserve formatting.
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PARTS OF A RÉSUMÉ:

- **Contact Information** – Include your name (in a larger typeface), school/home address, phone number, and email address.
- **Education** – Include Grinnell College (and all institutions of higher education attended), locations, anticipated or earned degree, concentrations or minors, expected or past graduation month and year, and GPA.
- **Experience** – For each section, include your title, organization (or office, department, institution, or agency), the location, the dates of your involvement, and 2–4 bullet points summarizing your accomplishments and skills acquired.
- **Other Special Sections** – Include only material relevant to the purpose of your résumé (e.g., Trainings and Certifications, Publications or Presentations, etc.)
- **Skills** – List any language, technology, or other specialized skills that make you an attractive applicant.

ACTION VERBS

To describe your skills & accomplishments

COMMUNICATION SKILLS

address • arrange • author • collaborate • correspond • develop • direct • draft • edit • enlist • formulate • influence • interpret • lecture • mediate • moderate • negotiate • translate • persuade • promote • publicize • reconcile • recruit • speak

CREATIVE SKILLS

conceptualize • create • customize • design • develop • direct • envision • establish • fashion • found • illustrate • initiate • institute • integrate • introduce • invent • originate • perform • plan • revitalize • shape

DETAIL-ORIENTED SKILLS

approve • arrange • catalogue • classify • collect • compile • execute • generate • implement • inspect • monitor • operate • organize • prepare • process • purchase • record • retrieve • screen • specify • systematize • tabulate • validate

HELPING SKILLS

assess • assist • clarify • coach • counsel • demonstrate • diagnose • educate • expedite • facilitate • guide • motivate • refer • rehabilitate • represent

MANAGEMENT SKILLS

administer • analyze • assign • attain • chair • consolidate • contract • coordinate • delegate • develop • direct • evaluate • execute • improve • increase • organize • oversee • plan • prioritize • produce • recommend • review • schedule • strengthen • supervise

RESEARCH SKILLS

clarify • collect • critique • diagnose • evaluate • examine • extract • identify • inspect • interpret • interview • investigate • organize • review • summarize • survey • systematize

TEACHING SKILLS

adapt • advise • clarify • coach • communicate • coordinate • develop • enable • encourage • evaluate • facilitate • guide • inform • instruct • mentor • persuade • stimulate • train

TECHNICAL SKILLS

assemble • build • calculate • compute • configure • design • devise • engineer • fabricate • install • maintain • operate • overhaul • program • remodel • repair • retrieve • solve • upgrade