



*** Micro-session ***
How to Write a Stand-Out Resume

UMBC Career Center

How much time does a recruiter spend reviewing a resume?

5-7 seconds (on average)

What does a “stand-out” resume look like?

- WELL- STRUCTURED** (clear, consistent)
- CORRECT** (follows basic resume rules)
- TARGETED** (emphasizes relevant skills, experiences, and coursework)
- DETAILED** (gives examples)
- REVERSE CHRONOLOGICAL**

You want the employer to think...

- 1) “This candidate is ***smart and savvy*** enough to create a good-looking resume.”
- 2) “This candidate has the ***skills, knowledge, and experience*** for this position.”
- 3) “This candidate is ***impressive!***”

Top 20 skills/qualities employers seek

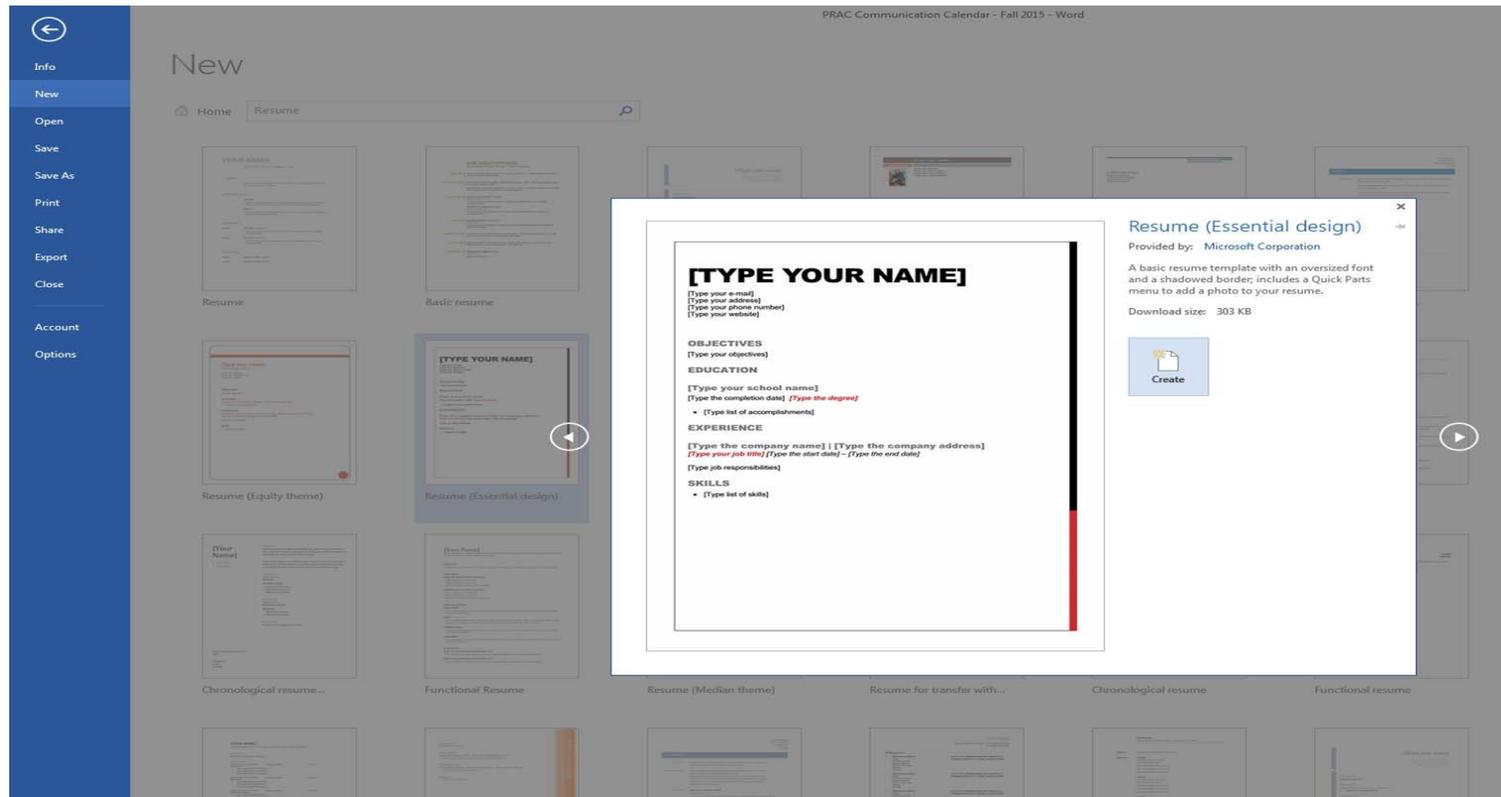
(National Assoc. of Colleges & Employers Job Outlook 2017)

- Leadership
- Problem solving
- Communication
- Ability to work in a team
- Analytical skills
- Strong work ethic
- Initiative
- Computer/technical
- Detail-oriented
- Flexibility/adaptability
- Interpersonal
- Organizational ability
- Friendly/outgoing
- Strategic planning
- Creativity
- Entrepreneurial skills
- Tactfulness

Formatting Your Resume

STEP ONE

Say “no” to templates



“Poor” Examples



**100 3rd Avenue, Apartment 150
New York, New York 10000
(212) 299-2999
littlegal999@aol.com
SSN: 111-22-3595
Marital Status: Single (1)
Religion: Presbyterian**

♥♥♥♥♥♥♥♥♥♥ Lila Lewis ♥♥♥♥♥♥♥♥♥♥

Objective To find a job as a paralegal!!

Work Experiences

New York University Office of Admissions (current employer)
111 Washington Square Park
New York, New York 10019
(212) 333-3366

Assistant to the Director of Admissions
I worked for the Director of Admissions. I was really effective at getting the Director's coffee, picked up her copy of the New York Times from the mailroom, wrote down her appointments in my Pilefax, and answered her telephone when she's in meetings.

**Bank of America
Secretary**
I worked for the manager of the bank and did his filings. My organizational skills are phenomenal.

**P.S. 447
Teaching Assistant**
I worked at this elementary school helping third graders with their handwriting and multiplication tables.

**Lower East Side Dance Academy
Instructor**
I work with 6 and 7 year olds and teach them ballet.

**Cold Stone Creamery
Summer Employee**
I scooped ice cream for customers during the summer of 2004.

Info

Skill

- Routing and Switch
- Computer Literacy
- Administration
- Stamina (Night Shift)

Languages

- English
- Korean

Profile

An undergraduate senior student who is going to graduate for Bachelor Science of the Information System in a few months seeking an entry-level position that will allow me to utilize my network administrator skills. Also, I have an extensive knowledge and experience of resolving computer hardware and software as well.

Education

2013 ~ 2015
Comunity College of Baltimore County (900845012)

2015 ~ Expected Graduation Date : May 2017
University of Maryland Baltimore County (VD19815)

2016 ~
University of Maryland College Park (114472236)

Honor

2015 Graduation with Cum Laude (GPA : 3.53)
2014 Anthony M Fedi Scholarship

Certification

2016 Cisco Certified Network Associate Routing and Switching / Exam Code : 200 -125 Activated

Experiences

May, 2015 ~
A member of Information System Council of Majors in UMBC

Oct, 2016
A Daily voluteer at the Port Discovery Children center in Baltimore

Jan, 2017
A voluteer at the Wild Tech in Silverspring :
Check out the Dell PowerEdge 4U Servers, gathering specs
Finish refurbishing the Core i5 towers
Establish database servers

Elements of polished resume

- ❑ 1 page (undergrad); 2 pages (graduate w/experience)
- ❑ Font: 10.5" -12"
- ❑ Margins: 1" on average (no smaller than 0.5")
- ❑ Font: consistent font type
- ❑ Black ink
- ❑ Align tabs and bullets
- ❑ Minimal/consistent use of formatting
(bold, italics, underlines all caps, etc.)

DID YOU CHECK FOR TYPOS??

Structuring Your Content

STEP TWO

Section Headers

NON-NEGOTIABLE:

- Contact Information
- Education
- Skills
- Experience

OPTIONAL:

- Objective
- Related Coursework
- Honors/Awards
- Projects
- Leadership Experience
- Volunteer/Service
- Campus Activities
- Certifications
- Memberships
- Publications
- Presentations

NAME

Address, City, State, Zip, Email, Phone

Objective statement or summary sections are optional, especially if space does not permit. It is not necessary to include both an objective statement and a summary

OBJECTIVE

Concise unique statement highlighting your relevant skills and/or education history and career goals in which you hope to apply or obtain in the position

SUMMARY

Two to five bullet points or a brief three to four sentence paragraph highlighting your greatest strengths and skills as emphasized in your résumé

EDUCATION

University of Maryland, Baltimore County (UMBC)
 Bachelor of Science, Major
 Minor and/or Certifications
 GPA: (Only list if 3.0 or above. You may list your "Major GPA" if higher than your cumulative GPA).

If you are a first-year student, you may include work and activities from high school. Once you enter your second year, only college activities and work should be included

Baltimore, MD
 Graduation Date

Community College, City, State

Associate of Arts (If earned), Major
 GPA: (Only list if 3.0 or above)

Graduation Date or Dates Attended

CERTIFICATIONS/LICENSES

Title of Certification/License

Date Received

RESEARCH, PUBLICATIONS AND PRESENTATIONS

Title of Presentation, Place/Organization Presented (Type)

Indicate where the presentation or publication was presented and what type; i.e. research poster, paper, or oral presentation

Date

RELEVANT PROJECTS

- Title of Class (without course number)
- One to two bullet points about your role, actions, and results of the project; use action verbs
- Gained experience with _____ to _____
- Mention what you learned from the project and who you worked with if applicable

Semester Year

RELEVANT COURSEWORK (OPTIONAL)

- Bulleted list of most applicable classes
- List major and minor courses relevant to the position applying
- Include no more than three lines of course work

SKILLS

Laboratory: List laboratory tools used, procedures and techniques; such as Isothermal Titration Calorimetry (ITC), Cell Fractionation, Chromatography
Computer: JAVA, HTML, Python, SQL Server, MS Visio/SharePoint
Quantitative/Analytic: Data analysis, Polymath, Minitab, MATLAB
Interpersonal: List adaptable or transferable skills

Can group all skill types together or use subcategories

See the Career Guide
 Go to www.careers.umbc.edu
 *Quick Links- Career Guide

Name, page 2

Use subcategories to list technical skills

TECHNICAL SKILLS

Programming: JAVA, C++, C, HTML
Operating Systems: Windows Server 2012/2012 R2/2016, Windows 7/10
Software: MS Office 365/2016 Suite + MS Visio/Project/SharePoint, Exchange, Group Policy

DESIGN SKILLS

Advanced: MS Office Suite, Adobe Illustrator, Adobe Photoshop
Proficient: iMovie, Adobe InDesign, Dreamweaver
Novice: Adobe Flash

Can also list as a subcategory in the skills section. Include languages other than English

LANGUAGES

Spanish (conversational), Russian (basic), French (fluent)

PROFESSIONAL EXPERIENCE

Position Title, Company/Organization, City, State

- Two to five action statements highlighting your achievements, contributions, and tangible work accomplishments

Include jobs/internships related to the position — can also title "Experience" (Leadership/ Technical/Research/ Scientific/Management)

Start Date-End Date

ADDITIONAL EXPERIENCE

Position Title, Company/Organization, City, State

- One to three action statements describing your work
- Highlight achievements, contributions, and tangible work accomplished

Start Date-End Date

VOLUNTEER EXPERIENCE

Role, Organization

Add additional experience that is not related to the position you're applying for

Start Date-End Date

HONORS AND AWARDS

Award, Organization

Date Received

ACTIVITIES

Role, Organization/Club

- One to three achievement orientated tasks about your work with the organization; use action verbs

Start Date-End Date

MEMBERSHIPS

Role, Organization

Activities directly related to the position applying for may also be listed under "Relevant" or "Professional Experience"

Date/s Involved

For additional sample résumés, check out our website: careers.umbc.edu.
 Click on Toolkit > Samples & Downloads > Résumés/Curriculum Vitae

Skills: Vary by major/industry

Science Example

SKILLS

Laboratory: Western Blotting, Pipetting Techniques, Agarose Electrophoresis, DNA Extraction and Purification, Polymerase Chain Reaction, Thin Lay Chromatography, Bacterial Gene Transformation, Gel Electrophoresis

Computer: SSPS, BASIC, Microsoft Office: Word, Excel, PowerPoint

Languages: Arabic (fluent)

Technical Example

SKILLS

Hardware	Virtual Servers, VPN, Firewall
Operating Systems	Windows 7/10/vista/XP/Mac OS
Programming	HTML, JavaScript, SQL, MySQL, Java, PHP
Networking	Configure Firewalls, VPNs
Software	JGrasp, Microsoft Office (Word, PowerPoint, Excel)
Foreign Languages	Spanish (conversational)

Experience sections

Include:

- Name of organization
- City and state (or country)
- Position title
- Duration of time in role (include the months)

Categorize/group experience type:

- Relevant Experience (internships/research/projects *related* to your major)
- Additional Experience (positions *unrelated* to your major)

ALL experience adds value!

- ❑ Part-time/seasonal jobs
- ❑ Internships/Research
- ❑ Academic Projects
- ❑ Volunteering (significant)
- ❑ School activities (especially leadership)
- ❑ Extracurricular/Athletic
- ❑ Military experience
- ❑ Teaching experience
- ❑ Study abroad/travel
- ❑ Others??

Writing Powerful Bullet Points

STEP THREE

Writing bullet points: Ask yourself...

- ❑ **WHAT** exactly did I do well? (details)
- ❑ **WHAT** skills did I use?
- ❑ **HOW** exactly did I do it? (techniques, approach, etc.)
- ❑ **WHO** was I working with/for?
- ❑ **WHY** was I doing it? (higher purpose)
- ❑ **WHAT** was the **RESULT** of my actions?

Action verbs

SAMPLE ACTION VERB LIST

CLERICAL OR DETAIL-ORIENTED

- Approved • Arranged • Cataloged • Classified
- Collected • Compiled • Dispatched • Divided
- Ensured • Executed • Generated • Implemented
- Inspected • Monitored • Operated • Organized
- Prepared • Processed • Purchased • Recorded
- Retrieved • Screened • Specified • Systematized
- Tabulated • Validated

COMMUNICATION

- Addressed • Arbitrated • Arranged • Authored
- Circulated • Collaborated • Composed • Convinced
- Corresponded • Developed • Directed • Drafted
- Edited • Engaged • Enlisted • Formulated
- Influenced • Interpreted • Lectured • Mediated
- Moderated • Negotiated • Persuaded • Promoted
- Publicized • Reconciled • Recruited • Strengthened
- Translated • Wrote

FINANCIAL

- Adjusted • Analyzed • Balanced • Budgeted
- Conceptualized • Created • Customized • Designed
- Developed • Directed • Established • Founded
- Illustrated • Initiated • Instituted • Integrated
- Introduced • Invented • Organized • Originated
- Performed • Planned • Revitalized • Shaped

HELPING

- Assessed • Assisted • Cared • Clarified • Coached
- Collaborated • Counseled • Demonstrated
- Diagnosed • Educated • Expedited • Facilitated
- Familiarized • Guided • Motivated • Referred
- Rehabilitated • Represented

MORE VERBS FOR ACCOMPLISHMENTS

MANAGEMENT

- Administered • Analyzed • Assigned • Attained
- Chaired • Consolidated • Contracted
- Coordinated • Delegated • Developed • Directed
- Evaluated • Executed • Improved • Increased
- Organized • Oversaw • Planned • Prioritized
- Produced • Recommended • Reviewed
- Scheduled • Strengthened • Supervised

RESEARCH

- Analyzed • Clarified • Collected • Critiqued
- Diagnosed • Evaluated • Examined • Extracted
- Identified • Inspected • Interpreted • Interviewed
- Investigated • Organized • Presented
- Researched • Reviewed • Summarized
- Surveyed • Systematized

TEACHING

- Adapted • Advised • Clarified • Coached
- Communicated • Conducted • Coordinated
- Demystified • Developed • Enabled • Encouraged
- Evaluated • Explained • Facilitated • Guided
- Informed • Instructed • Persuaded • Set goals
- Stimulated • Taught • Trained

TECHNICAL

- Assembled • Built • Calculated • Computed
- Decoded • Designed • Devised • Engineered
- Fabricated • Maintained • Operated • Overhauled
- Programmed • Remodeled • Repaired • Solved
- Tested • Upgraded

See the Career Guide
Go to www.careers.umbc.edu
*Quick Links- Career Guide

Writing great bullet points

BEFORE:

- Responsible for writing a report.

AFTER:

- Independently researched and wrote a 20-page report on embedded systems to update senior engineers on latest developments in the field.
- Report persuaded management to begin using a new technology that increased efficiency 15% during the first six months of its implementation.

Sample Resume - Beginner

FRANCIS FRESHMAN

1234 Basket Rd., Silver Spring, MD 20904
(240) 555 - 1234 * FrancisF@umbc.edu

EDUCATION

University of Maryland Baltimore County (UMBC)
BA, Biological Sciences, GPA 3.50

Baltimore, MD
Expected: May 20XX

SKILLS

Languages: Spanish (beginner)
Computer: Microsoft Office (Word, PowerPoint, Excel)

WORK EXPERIENCE

Stone Action

Receptionist

Laurel, MD
Summer 20XX

- Greeted clientele, answered calls, and set up appointments.
- Assisted clients with product selection for a variety of granite and marble slabs.
- Collaborated with inventory manager to ensure adequate supply of products.

Forever 21

Sales Associate

Columbia, MD
Summer 2013, 2014

- Provided customer assistance with merchandise selection; process purchases and returns
- Maintained dressing area; restocked inventory as needed

VOLUNTEER EXPERIENCE

Nations United Baptist Church

Volunteer

Silver Spring, MD
20XX-Present

- Distributed groceries to the less fortunate and immigrant families.
- Collaborated with local grocery stores to receive food donations.
- Served weekly dinners to church members.

Sunrise Senior Living

Volunteer

Silver Spring, MD
20XX-201XX

- Assisted Alzheimer's and dementia residents with daily routines.
- Coordinated residential volunteer events, which allowed the resident to give back to the community.

EXTRACURRICULAR ACTIVITIES

UMBC Cycling Club

Aug. 20XX - Present

MEMBERSHIPS

Biology Council of Majors

Aug. 20XX - present



Sample Resume - Advanced

MARISOL MEDIA

1000 Hilltop Circle Baltimore, MD 21250 • 123-456-7899 • student@umbc.edu

EDUCATION

University of Maryland, Baltimore County (UMBC), Baltimore, MD May 20xx
BA, Media and Communications Studies
BA, Cultural Anthropology
Certificate of General Honors, GPA: 3.91/4.00, Magna Cum Laude

- Worked 20 hours per week as a full time student

Study Abroad

Massey University, Auckland, New Zealand Spring 20xx
ISEP Study Abroad Semester

HONORS/AWARDS

President's List Spring 20xx – Spring 20xx
University of Maryland, Baltimore County Centennial Scholarship 20xx-Present
Golden Key Honors Society 20xx-Present

- One of three students awarded by the faculty of the Media and Communication Studies Department for academic excellence and significant contribution to the enrichment of University life

RELEVANT EXPERIENCE

Artichoke Art Studio, Gaithersburg, MD – *Art Teacher* December 20xx – Present

- Instruct young children between the ages of four and eighteen in a variety of art techniques, including drawing, painting, sculpting, and sewing
- Help children younger than 15-years-old produce artworks that exercise their creativity and motor skills and guide older students in creating works for their portfolios

The Private Museum, Singapore – *Intern* July 20xx – August 20xx

- Worked full-time on two art exhibitions; wrote press releases and exhibition synopses for publication in brochures; researched artist biographies; conducted an interview with Cai Heng, a Chinese artist
- Planned two exhibition set-ups and contacted various media outlets to advertise and publicize events in local newspapers and magazines

ADDITIONAL EXPERIENCE

Private English Tutor, Rockville, MD November 20xx – Present

- Tutor two elementary and middle-school-aged children on writing academic essays
- Students increased academic performance from C's to A's and B's

UMBC Campus Information Center, Baltimore, MD – *Desk Staff* October 20xx – May 20xx

- Ensured desk operations were in order by providing accurate information about the University
- Answered calls, and provided guidance as needed

Zycraft Pte Ltd., Singapore – *Administrative Assistant* August 201xx – February 201xx

- Processed financial and administrative paperwork for the company; helped to organize special company events

SKILLS

Computer: Microsoft Word, Excel, PowerPoint

Language: Mandarin (fluent)



UMBC Career Center's Resume Review Service

Virtual Express Appointments – 15- Minute

Monday-Friday: 2-4 p.m.; Tuesday: 5-7 p.m.

- Schedule via [UMBCworks](#)

Virtual Counseling Appointments – 30 & 60-Minute

Monday-Friday: 9 a.m.-5 p.m. and select Tuesdays 5 p.m.-7 p.m.

- Students and alumni may schedule via [UMBCworks](#).
- Select “Counseling Appt” from the [UMBCworks](#) homepage menu.
- After selecting your date/time of choice, you will be given the option for phone or Webex video/screen-share appointment mode.