



Résumé Writing Guide

The University of Texas at Austin

College of Education

KHE Career Services

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Essential Résumé Elements

1. Heading
2. Objective (optional)
3. Education
4. Experience
5. Special Skills, Honors & Activities, etc.
6. References

Résumé Elements:

1. Heading:

- Include your name, address, phone number, and e-mail address
- Your name should be the biggest print on the page
- If you wish, you can include both a current address and permanent address – be sure to identify which is current and which is permanent

2. Objective (optional):

An objective can be tricky because you want to be as specific as possible for the sake of clarity, but you do not want to be so specific that you limit yourself. If you are trained for a specific occupation, such as Personal Trainer and are looking for a job in that field – be specific:

Objective: To obtain a full-time position as a Personal Trainer or Fitness Instructor

If you are more flexible, in terms of the type of position you are interested in, you can be more vague:

Objective: To obtain a position utilizing my Sport Management education, marketing skills and attention to detail

Objective: An event planning position that will utilize my Sport Management education and experience

If you are sending your résumé in response to a specific opening, you can name the position, for which you are applying:

Objective: Event Planning Internship with Austin Sports Center

3. Education Information:

- List your school name
- Academic Major and Minor
- Graduation Date or Expected Graduation
- Grade Point Average - only list if your GPA is over 3.0

If you've gone to more than one university, you can list both schools on your résumé. Once you graduate, you should only list the school(s) from which you graduated.

Example:

The University of Texas at Austin
Bachelor of Science in Kinesiology
Major: Sport Management
Minor: Business Marketing
GPA: 3.5

December 2009

4. Experience:

Complete the Work Experience Sheet (see page 7). This will help you organize your work-related experiences on paper. Be sure to list your experiences in reverse chronological order - your last or current employer should be listed first.

Experience section can include:

- Full-Time Job
- Part-Time Job
- Summer Job
- Internship or Volunteer Work



Example:

Earth Adventure Camp

6/2009 - 8/2009

Team Leader

- Collaborated with camp leaders to provide memorable outdoor experiences for children between the ages of 6-11
- Taught practical skills for children to feel capable in the outdoors
- Helped children to develop a sense of their relationship to the natural world

YMCA Austin

1/2008 - 8/2008

Assistant Coach

- Collaborated with camp leaders to provide memorable outdoor experiences for children between the ages of 6-11
- Arranged teams and assisted with weekly practice routines
- Provided feedback and encouragement to all children regardless of skill level

5. Special Skills:

Special skills can be listed under a general "Special Skills" heading or you can be more specific and list your:

- Computer Skills
- Awards
- Certifications
- Honors & Activities
- Credentials
- Volunteer Experience
- Memberships
- Affiliations
- Extracurricular Activities

Tip:

An employer likes to see that a person is well-rounded so including things like – Team Sports, KIN Club, Student Government, Treasurer for Honor Society – is to your advantage.

6. References:

The final sentence in your résumé is usually associated with references. A reference is a statement that attests to your qualifications for employment.

Example: **References Will Be Provided Upon Request**

References can include:

- Employers
- Volunteer or internship supervisors
- Professors
- Advisors

If you use someone as a reference – make sure they know you are using them as a reference so when they get that e-mail or phone call they will be prepared to respond.

✓ When listing a reference be sure to include the following:

Name of Person
Title/Position and Company Name
Telephone Number
E-mail Address

Résumé Mechanics, Guidelines and Pointers

Mechanics -

- Keep your résumé to one or two pages
- Try to keep one-inch margins on all sides
- Suggested font size: 12 or 11 point
- Double space between sections
- Single space within sections
- Use standard 8.5" x 11" paper
- Capitalize or bold headings
- Use white or ivory paper
- Avoid fancy fonts



Guidelines -

- Format your résumé for easy reading
- Use perfect grammar, spelling, and punctuation
- Use bullets at the beginning of a list
- Make it visibly attractive
- Use nice paper
- Edit and re-edit

Résumé Pointers -

- Most recent experience first
- Target your audience
- Appearance counts
- Avoid getting personal
- Show yourself off
- Avoid extra papers
- Size matters
- Tell the truth

Tailor Your Résumé:

- Target your résumé for the job posting
- Include job posting related vocabulary
- Craft your résumé to match job description

The Job Announcement:

- Read the entire job announcement
- Review the responsibilities and duties
- Detail your related responsibilities and duties
- Match your education, skills, and experiences to the position

Effective Résumé Language

The résumé is a concise, persuasive presentation of a candidate's qualifications for a particular job. It is accomplishment-driven, a showcase or "personal advertisement" of the candidate's strengths, talents and skills. Its purpose is to create employer interest in an effort to secure an interview. In effect, the résumé is a marketing tool, a personal advertisement meant to excite the buyer, a potential employer.

An effective résumé uses a specialized language in much the same way an effective advertisement uses a specialized vocabulary.

- Résumé phrases are positive, brief, and to the point.
- Action words or verbs are used to highlight job experiences and accomplishments.
- Action verbs can transform a job title or experiences into relevant statements about a candidate's job responsibilities and accomplishments.

Identify Accomplishments

Following, is an easy way to identify the action verbs that most effectively emphasize a candidate's accomplishments.

- For each word on the list ask, "Did I (supply the action word) anyone or anything?" For example, "Did I develop anything?" or "Did I advise anyone?"
- Complete this process for each word on the list to produce an inventory of accomplishments.
- From this inventory, select those actions, which are most relevant or important to the candidate's career objective or the requirements of the position being considered for the application. These are the accomplishments that should be included on the candidate's résumé.

Convert Accomplishments into Effective Résumé Statements

One formula for building résumé action statements is offered by the career center at the College of William and Mary:

*Action Verb(s) + object or person + to/for **whom**,
+ of/on/from/in **what**, or
+ through/with **what***

Applying this formula to the verb "adapt" produces the following action statement:

- *Adapted drills for students.*

Next, add adjectives to clarify or provide more detail to the statement:

- *Adapted basketball drills for special needs students.*

A résumé constructed using this method distinguishes the candidate from other applicants. The individual's successes are highlighted and backed up by specific examples of how that success was achieved.

Work Experience Sheet

Date of Employment: *From (mm/yyyy):* _____/_____/_____ *To (mm/yyyy):* _____/_____/_____

Job Title (*Official title, and if necessary, title that can be understood by others*):

Official Title: _____

Understandable Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Supervisor: _____

Phone: (____) _____ E-mail: _____

Duties (*Describe what you did*):

Accomplishments (*Successes within the workplace*):

Projects (*Activities that required special skills/accomplishments*):

Special Skills (*Equipment/Hardware/Software/etc.*):

Recognition (*Any type of award or recognition and what it was for*):

ACTION VERBS

Leadership Skills

Administered
 Appointed
 Approved
 Assigned
 Attained
 Authorized
 Chaired
 Considered
 Consolidated
 Contracted
 Cont rolled
 Converted
 Coordinate
 Decided
 Delegate
 Developed
 Directed
 Eliminated
 Emphasized
 Enforced
 Enhanced
 Established
 Executed
 Handled
 Headed
 Hired
 Hosted
 Improved
 Incorporated
 Increased
 Initiated
 Inspected
 Instituted
 Led
 Managed
 Merged
 Motivated
 Organized
 Originated
 Overhauled
 Oversaw
 Panned
 Presided
 Prioritized
 Recommended
 Reorganized

Replaced
 Restored
 Reviewed
 Scheduled
 Secured
 Selected
 Streamlined
 Strengthen
 Supervised
 Terminated

Communication Skills

Addressed
 Advertised
 Arbitrated
 Arranged
 Articulated
 Authored
 Clarified
 Collaborated
 Communicated
 Condensed
 Conferred
 Consulted
 Contacted
 Conveyed
 Convinced
 Corresponded
 Debated
 Defined
 Describe
 Developed
 Directed
 Discussed
 Drafted
 Edited
 Elicited
 Enlisted
 Explained
 Expressed
 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
 Reinforced
 Reported
 Resolved
 Responded
 Solicited
 Specific
 Spoke
 Suggested
 Summarized
 Synthesized
 Translated
 Wrote

Research Skills

Analyzed
 Clarified
 Collected
 Compared
 Conducted
 Critiqued
 Conducted
 Detected
 Determined
 Diagnosed
 Evaluated
 Experimented
 Explored
 Extracted

Formulated
 Gathered
 Identified
 Inspected
 Interpreted
 Interviewed
 Invented
 Investigated
 Located
 Measured
 Organized
 Researched
 Reviewed
 Searched
 Solved
 Summarized
 Surveyed
 Systematized
 Tested

Technical Skills

Adapted
 Applied
 Assembled
 Built
 Calculated
 Computed
 Conserved
 Constructed
 Converted
 Designed
 Determined
 Develop
 Engineered
 Fabricated
 Installed
 Maintained
 Operated
 Overhauled
 Printed
 Programmed
 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
Focused
Guided
Individualized
Informed
Instilled
Instructed
Persuaded
Set goals
Simulated
Taught
Tested
Trained
Transmitted
Tutored
Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected

Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Reconciled
Reduced
Researched
Retrieved

Creative Skills

Acted
Adapted
Composed
Conceptualized
Created
Customized
Designed
Developed
Directed
Displayed
Entertained
Established
Fashioned
Formulated
Founded
Transformed
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Shaped

Helping Skills

Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared for
Clarified
Collaborated
Contributed
Counseled
Demonstrated
Diagnosed
Encouraged
Ensured
Expedited
Facilitated
Furthered
Guided
Helped
Insured
Intervened
Motivated
Provided
Referred
Rehabilitated
Represented
Supplied
Supported

Organization/ Detail Skills

Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Approved
Corrected
Distributed
Filed
Generated

Implemented
Incorporated
Inspected
Monitored
Operated
Ordered
Organized
Prepared
Processed
Registered
Reviewed
Routed
Scheduled
Set up
Submitted
Standardized
Systematized
Updated
Validated

More Accomplishment Verbs

Achieved
Completed
Exceeded
Pioneered
Resolved
Restored
Succeeded
Surpassed

Matthew Cunningham

22 Willow Street * Austin, TX 78722

Tel: (512) 456-6789 * Email: M_Cunningham@gmail.com

EDUCATION

The University of Texas at Austin
Bachelor of Science in Kinesiology
Major: Athletic Training
GPA: 3.9

May 2008

CERTIFICATIONS

Licensed Athletic Trainer (Pending)
American Red Cross CPR Certification

WORK EXPERIENCE

West Lake High School, Austin, TX
Athletic Training Intern

Spring 2008

- Administered taping, bandaging, bracing, and heat & ice therapy treatment techniques to athletes prior to practice and games
- Assisted with evaluation and treatment of injured athletes under direction of Athletic Trainer and sports medicine physician
- Collaborated and assisted with development and implementation of conditioning programs for injured athletes

Austin Sports Medicine Center, Austin, TX
Athletic Training Intern

Fall 2007

- Assisted Athletic Trainer with ultrasound, electric stimulation, and heat & ice therapy treatments
 - Helped patients stretch in preparation for exercise
 - Assisted patients with proper mechanics during exercise
 - Documented progress and assisted with development of home programs for patients
-

VOLUNTEER EXPERIENCE

YMCA, Austin, TX
Volunteer Instructor

Summer 2007

- Assisted with instruction of monthly CPR classes
- Provided administrative office support as needed

REFERENCES PROVIDED UPON REQUEST

Jon Fowler

555 South Street • Austin, TX 78703

Tel: (818) 232-9996 • Email: jfowler@mail.utexas.edu

EDUCATION

The University of Texas at Austin
Bachelor of Science in Kinesiology
Major: Health Promotion and Fitness
Minor: Nutrition

May 2007

CERTIFICATIONS

ACE Personal Trainer Certification
AFPA Personal Trainer Certification
American Red Cross CPR/First Aid

EXPERIENCE

Fitness Instructor

June 2007 – Present

YMCA, Austin, TX

- Conduct fitness assessments and evaluation sessions for members
- Develop personal exercise programs based upon fitness assessment
- Advise members on the correct method of exercising with weightlifting equipment, exercise bikes, treadmills and other exercise machines
- Supervise progress and provide additional guidance and assistance as needed
- Counsel and provide suggestions regarding diet and nutrition
- Assist with cleaning and general maintenance of the center
- Provide assistance to front desk, set appointments and respond to general inquiries about facility

(Summer) Tennis Instructor

May 2006 – May 2007

Waterford Recreation Department, Waterford, WI

- Administered tennis lessons to children and teens ages 10–18
- Modified lessons to meet the individual's needs and skill level
- Utilized organizational skills in planning and implementing summer tournaments

Fitness Training Intern

Feb 2006 – May 2006

24-Hour Fitness, Austin, TX

- Developed individual weight-lifting fitness plans for gym members
- Demonstrated safe and proper weightlifting techniques
- Inspected gym equipment and scheduled maintenance as needed

VOLUNTEER ACTIVITY

Assistant Instructor (Volunteer)

Sept 2006 – May 2007

YMCA, Austin, TX

- Assisted with instruction of bi-monthly CPR classes
- Organized community fitness outreach program
- Proofread and edited monthly newsletter

PROFESSIONAL AFFILIATIONS

American Fitness Professionals & Associates member
American Council on Exercise member

REFERENCES PROVIDED UPON REQUEST

Danielle Smith

123 Springdale
Austin, TX 78702

(281) 555-1212
DSmith@gmail.com

EDUCATION

The University of Texas at Austin May 2006
Bachelor of Science in Kinesiology
Major: General Kinesiology

EXPERIENCE

University of Texas Department of Kinesiology & Health Education, Austin, TX Sept. 2006-Present
Administrative Assistant
-Organize appointments for academic advisors
-Answer phones and direct students with academic advising issues
-Organize and make spreadsheets of class rosters

Austin Storm Softball Organization, Austin, TX May 2006-August 2007
Head Coach of 16-under Tournament Team
-Organize and facilitate practices and tournaments
-Interact with a diverse group of parents and kids
-Educate young girls fundamentals of the sport

Mattingly Sports, Shelton, CT April 2007-April 2008
Sales Representative- part-time
Endorsed Professional Softball Player
-Use the Mattingly bat in professional softball games
-Organize/attend sponsored clinics
-Sell Mattingly equipment at booths at tournaments and clinics
-Research and contact possible teams for hopeful sponsorships
-Make sales calls on the West Coast and ship out orders

Texas Sport and Family Medicine, Austin, TX Fall 2006
Office Assistant

University of Texas Intercollegiate Athletics Media Relations, Austin, TX Spring 2006
Media Relations Intern

UT Softball Clinics, Austin, TX June 2003-July 2006
Coach & Camp Counselor

HONORS

Awarded full athletic scholarship to the University of Texas at Austin (2001)
3-year captain of UT softball team
2006 U.S. World University Team
2006 U.S. National Training Team

COMMUNITY SERVICE

Pen Pals, Volunteer Hurricane, Marathon Kids- 3 years, Holiday Adopt a Family, Halloween: Children's Advocacy Center, Soup Kitchen, Feed the Homeless Downtown Austin, volunteer at Austin State Hospital

AMY BOWER

(512) 454-1234
abower@hotmail.com

PROFESSIONAL SUMMARY

- Currently managing marketing plan for 2008 U.S. Women's Open which is on pace to surpass paid attendance record
- Golf industry professional with experience in operations, marketing, finance, and management looking for challenging career opportunity with growth potential

EDUCATION

The University of Texas at Austin

B.S. in Kinesiology

May 2002

Major: Sport Management

EXPERIENCE

2008 U.S. Women's Open Championship – Bruno Event Team
Minneapolis, MN

9/2006 – Current

Marketing & Promotions Director

- Develop relationships with regional media companies, sports organizations and retail establishments to promote championship
- Assist with corporate patron activation and promotion of corporate partnerships in conjunction with the championship
- Manage all ticket sales and reporting - ticket sales for the championship are tracking 20% ahead of any other U.S. Women's Open Championship to date
- Manage financial operations for the championship including accounts payable/receivable and budget management

2006 U.S. Women's Open Championship – Bruno Event Team
Newport, RI

3/2004 – 9/2006

Championship Manager

- Worked with government officials to organize operational plans for the championship
- Managed the marketing and public relations aspects of the championship including promotional partnership with media and sports entities
- Handled vendor RFP's and managed vendor relationships

Kemper Sports Management at Heron Glen Golf Course
Freeport, NJ

6/2002 – 2/2004

Marketing Director

- Developed and implemented sales, marketing, and public relations strategies designed to increase golf rounds, maximize revenues, and promote a positive image of the facility
- Organized and conducted group outings, special events, and tournaments

ACHIEVEMENTS & AFFILIATIONS

Western Golf Association Evans Scholar

East Coast Evans Scholar Alumni, Fundraising Co-Chair

