

YOUR NAME

Charleston, SC 29424

name@cofc.edu

LinkedIn Profile URL (simplified)

(843) 123-4567

SUMMARY

- List bullet points with your professional skills
- All bullet points should be tailored to a specific internship or job description
- Use keywords/phrases from the description related to your education, skills, and experience
- Include transferable skills such as customer service, time management, and dependability

EDUCATION

College of Charleston, Charleston, SC

Month and Year of Graduation

- Bachelor of Science in ____
- Minor (or Concentration) in ____
- GPA

Study Abroad, City, Country

Start Date to End Date

- Add to the Education section if you completed coursework (list course titles)
- Gained language skills in (language)
- Action verb and skill (Additional bullet points as needed)

EXPERIENCE

Business Name, City, State

Start Date to End Date

Job Title

- Examples of work tasks with action verbs: Ex. Providing outstanding customer service
- Action verb and task (Samples on back of page) (Additional bullet points as needed)

Study Abroad, City, Country

Start Date to End Date

- Add to Experience section if this was an internship or employment (list company name, job title)
- Gained language skills in (language)
- Action verb and skill (Additional bullet points as needed)

ACTIVITIES AND SKILLS

- List participation in clubs, professional memberships, awards, computer skills, professional skills, etc. A brief description should be included, as well as the date(s).

Additional sections can include:

VOLUNTEER EXPERIENCE

MILITARY SERVICE (this can be included in your Experience section as well)

LEADERSHIP

CERTIFICATIONS

LICENSURES

ATHLETICS

RELEVANT COURSEWORK (Only list classes related to the specific internship or job to which you are applying)

Links to your personal professional website/portfolio (Make sure the links stay active and the content is professional)

Tailor your resume to the type of position you are seeking. This does not mean all of your work history must relate directly, but your resume should reflect the kind of skills the employer would value. **Get in the habit of consistently reviewing and updating your resume.**

Top Resume Mistakes:

- Spelling and grammar errors.
- Missing or inaccurate email and phone contact information.
- Using passive language instead of action verbs.
- Disorganized or too wordy.

Your resume should include **action verbs** (samples below) highlighting specific tasks completed. Keep in mind all jobs have “transferable skills” such as Time management, Dependability, Leadership, Communication, and Critical thinking. If you have developed these skills they should be included in your resume.

Communication	Management and Leadership	Organizational	Financial	Research	Teaching and Helping	Accomplishments
addressed	administered	approved	accounted	analyzed	adapted	achieved
arranged	analyzed	arranged	administered	collected	advised	completed
authored	assigned	cataloged	analyzed	compared	assessed	conceptualized
corresponded	chaired	categorized	appraised	critiqued	clarified	created
developed	contracted	classified	audited	detected	coached	designed
directed	coordinated	collected	balanced	diagnosed	communicated	developed
drafted	delegated	compiled	budgeted	evaluated	coordinated	directed
edited	developed	corrected	calculated	examined	counseled	established
formulated	directed	distributed	charged	experimented	demonstrated	expanded
interpreted	evaluated	filed	credited	formulated	developed	exceeded
mediated	improved	generated	distributed	gathered	educated	founded
moderated	increased	incorporated	entered	identified	expedited	illustrated
motivated	organized	inspected	inventoried	interpreted	facilitated	improved
negotiated	oversaw	logged	invoiced	interviewed	familiarized	instituted
presented	planned	maintained	marketed	investigated	guided	integrated
promoted	prioritized	monitored	organized	measured	informed	introduced
publicized	produced	operated	planned	organized	initiated	originated
reconciled	recommended	ordered	prepared	researched	instructed	planned
recruited	reviewed	organized	projected	reviewed	referred	resolved
spoke	scheduled	purchased	received	summarized	rehabilitated	shaped
translated	strengthened	reviewed	researched	surveyed	represented	surpassed
wrote	supervised	scheduled	verified	tested	set goals	transformed

Resume Language Should Be:

- Specific and Active (Use action verbs like Presented, Coordinated, Organized, Communicated)
- Concise and Fact-based – Give specific examples.
- Written in a clean, simple format for quick scanning (Average resume review is only 7 seconds)

Do:

- Use consistent formatting to make the resume easy to read and follow.
- Use spacing, underlining, italics, bold, and capitalization for emphasis.
- List headings (such as Education, Experience, Activities and Skills, etc.)
- List information in reverse chronological order (most recent first)
- Use .pdf format if you send your resume via email or upload.

Don't:

- Use personal pronouns such as “I” or “me”
- Abbreviate or use slang.
- Use jargon or acronyms unless you include explanations.
- Include your picture or personal information such as your age or religion.