



How to Get Started:

- (1) **Update:** Consider all the experiences and positions you have had since you last updated your resume. These might be paid or unpaid and could include:
 - Jobs or internships
 - Volunteer positions/community service
 - Club or team leadership, committee work, or service
 - Honors or awards (based on ability, not financial need)
 - Special academic projects/research
 - Competitions (e.g., hackathons, writing contests, etc.)
 - Study abroad or study away
- (2) **Choose:** Now consider which ones you want to showcase on your resume. This falls into two categories:
 - **Relevant to the job:** Positions that show specific skills, responsibilities, and areas of knowledge that are relevant to the job(s) you are applying for.
 - **Also noteworthy:** Other positions that show general leadership, organizational skills, dedication, creativity, etc. that any employer might value.
- (3) **Arrange:** Put these positions into the TEMPLATE on the next page under the appropriate category. Turn your tasks, responsibilities, and accomplishments into bullets.
 - Note: You can add or delete entries to any section to adapt to your specific needs.
- (4) **Describe:** For each one, include the following:
 - Position name
 - Organization or business name (could be your school)
 - Start and end dates
 - Your most important tasks or responsibilities
 - Any special accomplishments (problems solved, promoted, invited to return, etc.)
- (5) **Proofread:** Consult the CHECKLIST at the end of this document to proofread your document.

How to Use the Resume Templates

The templates on the following pages are designed to make formatting your resume easy. Choose one, then cut and paste the template into a new Word doc. The template is set to 0.7-inch margins but can be adjusted.

The templates are just a starting place. Move pieces around and add or delete as needed.

Other Resources:

- ✓ **Action Verb List** – Lists of verbs to consider for your resume bullets.
- ✓ **Cover Letter Guide** – Tips and samples to write a great cover letter.

Your Full Name

City, State ○ (555) 123-1234 ○ your.name@regiscollege.edu ○ LinkedIn URL

EDUCATION

Regis College, Weston, MA

Bachelor of Arts in xxxxxxxx, Minor in xxxxxxxx

GPA here (optional), Dean's List/Honors listed here (optional)

Expected: 20xx

Clinical Rotations: Sturdy Hospital (Med-Surg), St. Elizabeth's Medical Center (Med-Surg), **2022-Present**
Boston Children's Hospital (Acute Care), etc.

RELEVANT EXPERIENCE

Position Title

Month 20xx - Present

Organization, City, State

- Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts
- List more important tasks OR tell about a significant achievement here

Position Title

Month 20xx - Month 20xx

Organization, City, State

- Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts
- List more important tasks OR tell about a significant achievement here

Position Title

Month 20xx - Month 20xx

Organization, City, State

- Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts
- List more important tasks OR tell about a significant achievement here

ADDITIONAL LEADERSHIP & VOLUNTEERISM

Position Title

Month 20xx - Present

Organization, City, State

- Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts
- List more important tasks OR tell about a significant achievement here.

Position Title

Month 20xx - Month 20xx

Organization, City, State

- Describe an important task or project. Always start with an action verb and use numbers to describe the volume of your work or the impact of your efforts
- List more important tasks OR tell about a significant achievement here

SKILLS

Lab: (delete if not applicable)

Computer: List the software, computer languages, website hosts, and/or operating systems that you use well

Social Media: List the social media you use well (if you're done marketing on these platforms, mention that also)

Languages: List languages for which you are at least conversational here

Certifications: List any current certifications (for example CPR, First Aid, etc.)

RESUME CHECKLIST

PLEASE EDIT CAREFULLY FOR THE FOLLOWING:

Education Section:

- **Top of page:** Typically, list first if you are currently in school or a recent grad.
- **Most recent first:** Degrees are listed beginning with most recent. You can include Regis College with an expected graduation date. If you have an Associate's Degree, list under Regis.
- **Clear degree names (if known) and graduation dates.** Can be the expected grad date for Regis.
- **High school:** Delete high school after your sophomore year of college.
- **Study abroad or gap year program:** Included and formatted if you have them.
- **Relevant coursework:** Optional. If appropriate, list titles that help qualify you for the job.

"Relevant Experience" Section:

- **Include** any positions, paid or unpaid, that are relevant to the job to which you are applying:
 - Paid Jobs
 - Internships
 - Volunteer positions/projects
 - Leadership positions in clubs or teams
- **What to include for each position:** Include the name of your job or position, organization/business name, begin/end dates, and location (city and state in the U.S.; state and country if outside the U.S.). See the template for sample formatting.
- **Most recent first:** Within each section, positions are listed in reverse chronological order (most recent first)

How to Write Professional Bullets

- **Lead with action verbs:** Start each bullet with a strong, descriptive verb.
- **Avoid "helped," or "assisted."** Instead, describe *your* specific role.
- **Avoid "responsible for" or "duties included."** Instead, create a list of action verbs: "answered phones, greeted customers, and researched customer questions."
- **Write in the first person** but drop the "I" or "we" (start with the verb).
- **Correct verb tense:** Verbs are in past tense unless the job is current.
- **Use numbers whenever possible:** How many events were coordinated, dollars raised, volunteer hours logged, homeless fed, children supervised, etc.? Quantify accomplishments or responsibilities whenever possible.
- **Appropriate number of bullets:** Use 2-4 bullets for each position. Okay to combine similar tasks into one bullet as a list.

Tailor Your Resume Using the Job Description

Activity: Print out a desired job description and complete the following steps to assist you in tailoring your resume.

	FOLLOW THESE STEPS...	WHY?
Step 1	Highlight all the skills you have that match up with what the job description mentions.	Make sure to include how you have these skills in your bullet points. If you do not include them on your resume, the employer will not know you have those skills/experiences.
Step 2	Underline all the skills you don't have that the job post mentions that the employer desires.	If most of the job description is now underlined, chances are you don't qualify for the position, and you should gain more experience. TIP: Research and find ways you can gain the experiences needed to qualify for this position in the future.
Step 3	Circle the action verbs you find (i.e., research, design, create, lead)	This will give you an idea of what actions you will be doing on the job. Connect the dots for the employers and use these action verbs to start off your bullet points to show that you have done something similar and have transferrable skills.

Create Resume Bullet Points using PAR Statements

PAR statements help you express the experiences and skills you have on your resume.

1. Describe a **Project (P)**, task, or job you did.
2. What were your **Actions (A)** or what specific role did you play? (Think of an action verb)
3. What was the **Result (R)**, outcome, accomplishment, or the goal in the project?
 - a. Quantify your result when possible. For example, mention the amount of dollars saved, number of clients served, percentage increase in productivity, social media percentage for increased reach, etc.

(2) Project	(1) Action	(3) Result
What project or task did I have or work on?	What action or role did I take on this project? (Action verb)	What was the result, outcome, or goal of the project?
A survey using Qualtrics	Independently designed and implemented	To determine the needs of 150 clients

Put it all together following the numbers: **(1) Action, (2) Project, (3) Result.**

- **(1)** Independently designed and implemented **(2)** a survey using Qualtrics **(3)** to determine the needs of 150 clients.

“Additional Experience” Section:

- **What to include:** Other jobs, leadership, volunteerism, or extracurricular involvement that you are proud of but which is less relevant to the position.
- **Format consistently:** Format similar to your Relevant Experience section.
- **Rename this section as needed:** Okay to change the title of this section to reflect the content; may be called “Additional Work Experience,” “Leadership and Volunteerism,” etc.

Skills Section:

- **Focus on hard skills:** Include any computer, language skills, and certifications; omit “soft skills” e.g., communication, and teamwork. These should be evident in the verbs you choose for your experience sections instead.

Layout/Formatting Tips:

- **Margins:** Between .5 inches and 1.0 inches
- **Font size:** Is the font easily read – between size 10.5 and 12?
- **Font style:** Clean and professional. Good options include Arial, Calibri, Cambria, Century Gothic, Times New Roman, Tahoma, and Veranda.
- **One page:** Have you edited font size, margins, and content to fit on one page?
- **Order:** Are experiences *within each section* listed in reverse chronological order?
- **Consistency:** Do you use consistent formatting, spacing, and font throughout?
- **Error-free:** Have you had someone proofread your resume?

Overall Content Tips:

- **Honest:** All information in the resume is accurate and honest. While you can leave out irrelevant information, do not *include* dishonest information.
- **Avoid demographic information or photos:** Avoid specific mention of your age, race/ethnicity, nationality, sex/gender, number of children, and health. Also, leave out photos of yourself (unless you create an acting resume).
- **About address:** It is fine to include your complete mailing address, however, the most current practice is to only use city and state to protect your privacy. Okay to leave off entirely.

PRO TIP: Give your resume the 10-second test

In most cases, the first time an employer reads your resume, they skim it for 6-10 seconds. This means the most relevant information must catch the eye quickly. Does your resume pass the test? To find out, give it to a friend or advisor to read for 10 seconds. Then turn it over and ask what they remember. Did they remember something that would make you qualified for the job? If not, edit formatting or rearrange content and try again.

How to Send Your Resume

- **PDF before emailing:** Generally, save your resume as a PDF before sending so the formatting doesn't change when opened.
- **Name your PDF:** Use your full name, “resume” and (optional) the position you are using it for in the title, e.g. “YourNameResume.pdf” or “YourNameResumeRegis.pdf.”
- **Save all versions:** If you alter your resume for specific applications (for example to move different jobs into the “Relevant Experience” section), save each version you send; if contacted for an interview, you will know which version the employer is reading.