



Writing a Resume: Summarizing Your Story

Agenda

Career Services Overview

What are employers looking for?

Resume Writing 101

Q&A / Conclusion

Career Services

- 1 on 1 Career Advising Sessions
- Cover Letter / Resume Review
 - Online or in-person
- Internship Searching Strategies
- Job Searching Strategies
- Major / Career Exploration
- Networking Tips
- LinkedIn Review
- And More!

SKILLS TO CONSIDER WHEN WRITING A RESUME

NACE's Career Readiness Competencies

<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>



CAREER & SELF
MANAGEMENT

COMMUNICATION



CRITICAL THINKING

EQUITY & INCLUSION



LEADERSHIP

PROFESSIONALISM



TEAMWORK

TECHNOLOGY



Resume Writing: **Where** do I begin?

- Typically a 1-2 page document to summarize and present background, skills, and achievements to prospective employers & graduate schools.
- Helpful to gather your education history, and experience (research, internships, etc.)
- Identify key words & skills from the job description (and the organization/mission statement).



Most Common Formats

- CHRONOLOGICAL
 - Actually “Reverse chronological” meaning most recent first in all sections
- COMBINATION
 - Pulling out relevant content that may be harder to find

Resume Formatting

Helpful Tips

- 1-2 Full Pages (no half or quarter), Mirror Job Description Language
- Maintain Consistent Formatting (bold sections, italicized items)
- 0.5" - 1" Margins, 10-12 Font Size (name bigger), Left / Right Aligned Format
- Use fonts such as: Arial, Cambria, Helvetica, or Times New Roman

Things to Avoid

- Borders, Pictures, Column Blocking, Objects/Shapes, Hidden Words (ATS)
- Colored Text, Lines, etc.
- Dense Walls of Text, Standard Pronoun Sentences (Do not use “I”, “Me”, “We”, “They”, etc.)
- Grammatical Errors / Spelling Mistakes

Resume Headings

MUST INCLUDE

- NAME - most prominent
 - Indicate preferred name
- Phone number (do not include +1)
- Email address

CONSIDER INCLUDING

- City & State
- LinkedIn personalized address
 - Only if your profile is strong & up-to-date
- Portfolio or Website Address

Heading Examples

Walter Wolverine

Dearborn Heights, MI /313-555-5555/ WallyW@umich.edu
LinkedInaddress/ Portfoliowebsite

Walter Wolverine

Dearborn Heights, MI /313-555-5555/ WallyW@umich.edu / LinkedInaddress

Walter “Wally” Wolverine

Dearborn Heights, MI /313-555-5555
WallyW@umich.edu
LinkedInaddress

Resume Sections...

After the Heading

1) Education

Indiana University – Indianapolis (IUPUI) | Indianapolis, IN | 3.8 / 4.0 GPA
Bachelor of Fine Arts in Furniture Design
IUPUI Top 10 Students 2019 Award | Interior Design Graphics Certificate

May 2019

2) Experience (Research, Relevant, Work, etc.)

Academic Advising Intern | Stephen M. Ross School of Business
University of Michigan | Ann Arbor, MI

Jul. 2021 – Dec. 2021

- Cultivated and maintained close working relationships with internal and external campus partners to ensure holistic support services for 4,000+ Bachelor of Business Administration (BBA) students.
- Composed weekly student newsletters comprised of academic support services, wellness resources, internships, and professional development opportunities for BBA students.

3) Skills, Organizational Involvement, Awards, Volunteering, etc.

Resume Example

Alex W. Burton

Ann Arbor, MI 48109

Phone 734-764-7459

Email youremail@umich.edu

Education

University of Michigan, Ann Arbor, MI

May 20xx

Bachelors of Arts in Music and Business

Major GPA: 3.5/4.0

Overall GPA: 3.2/4.0

Matthews Endowed Scholarship (Academic), *August 20xx*

Work Experience

Information Desk Assistant

September 20xx- Present

University Career Center, University of Michigan

- Assessed the needs of students in order to provide the best service possible while maintaining confidentiality
- Aided supervisors with job and career fairs by organizing data onto computers and marketing the events throughout campus
- Answered multi-lined phones while accommodating walk-in customers by always providing avenues and options for customer's concerns
- Simultaneously worked and maintained a full academic course load

Food Service Worker

September 20xx- September 20xx

University Housing - Lawyers Club

- Satisfied customers in a fast paced environment by keeping a steady flow of traffic
- Maintained, organized and cleaned workspace surroundings to keep a satisfactory environment
- Accomplished tasks independently

Additional Experience

Writer

August 20xx-January 20xx

The Michigan Daily

- Conducted interviews which were important for gathering necessary information to produce newsworthy stories
- Wrote news stories that entertained and informed audiences, while meeting strict deadlines

Resume Example 2

Andrew F. Ford

734-764-7460 | youremail@umich.edu
Ann Arbor, MI 48109 | [linkedin.com/profile_here](https://www.linkedin.com/profile_here)
He/him/his

EDUCATION

The University of Michigan
Bachelors of Science (B.S.) in Biology
Department of African and African American Studies Minor

December 20XX

LABORATORY TECHNIQUES: Chronic video-EEG recording and analysis, Confocal immunofluorescence microscopy, Controlled cortical impact, Fluorescence in vivo imaging, Histology, Immunohistochemistry, In Situ hybridization, Neurophotonics, Fiberoptic NIR spectroscopy

RESEARCH EXPERIENCE

University of Michigan Medical School, Frankel Cardiovascular Center | Research Assistant
Cardiovascular Disease Project, Ann Arbor, MI

April 20XX - Present

- Assisted research investigators in creating a biobank of aortic and associated conditions that will allow physicians and researchers to further understand patient conditions and their progression
- Recruited patients at the Frankel Cardiovascular Center to participate in the study, enrolled patients, and entered relevant patient data in the RedCap software

Resume Example 3

Hershy Maize

[LinkedIn.com/profilelinkhere](#)

Pronouns

734-764-7460 • youremail@umich.edu

EDUCATION

UNIVERSITY OF MICHIGAN

Bachelor of Science in Economics & Physics

Ann Arbor, MI

May 20xx

- **GPA:** 3.79/4.00
- **Honors/Awards:** Five terms University Honors (GPA higher than 3.5), James B. Angell Scholar (Two consecutive A terms), William J. Branstrom Freshman Prize (awarded to top 5% of freshman class/Fall 20xx)
- **Course Highlights:** Econometrics, International Finance, Modern Physics, Law and Philosophy

RELATED EXPERIENCE

JPMORGAN CHASE

Summer Analyst Corporate Rates & FX Derivatives

Ann Arbor, MI

Sept. 20xx — present

- Developed over 50 client interest rate and foreign currency exposure profiles from financial statements providing senior marketers research to develop client-specific hedging strategies.
- Worked with analysts to structure and price various derivative products while creating unique and novel methods to present hedging recommendations to clients.
- Designed real interest rate monitoring tool to study the effect of rate changes on foreign exchange levels.

Additional Examples

1) Chronological

<https://docs.google.com/document/d/1228Adb2ShDo-ptphwf9kvgocwDTfa7-BDtdNTv2xsrA/edit?usp=sharing>

2) Attended multiple schools

https://docs.google.com/document/d/1e_zlSrwmNBH1uK0tRx83l2c0vz1u5gsN/edit?usp=sharing&ouid=117634160452740204846&rtpof=true&sd=true

3) If needed, highlighting academic projects

https://docs.google.com/document/d/1_mHpzbLN6MZeJgTo_d4hgPcipH7NfQN7/edit?usp=sharing&ouid=117634160452740204846&rtpof=true&sd=true



Bullet Point Writing: Power

Verbs

Leadership

Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed

Achievement

Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded

Customer Service

Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved
Verified

Efficiency

Accelerated
Achieved
Advanced
Amplified
Boosted
Capitalized
Delivered
Enhanced
Expanded
Expedited
Furthered
Gained



Bullet Point Writing: STAR

Method

1) **Situation:** What was the situation / context?

2) **Task:** What task(s) were involved? (Quantify)

3) **Action:** What actions did you take to complete the task?

4) **Result:** What were the results / impact of your actions?



Examples:

BEFORE:

Public Health Society, Events Coordinator

- Responsible for organizing events and panels
 - Use social media to market materials and events
-

AFTER:

Public Health Society, Events Coordinator

- Plan and coordinate panels on public health for audiences of 25–50 undergraduates on a bi-monthly basis
- Identify and contact health professionals in the community to participate in panels
- Create marketing materials and publicize events through social media

https://docs.google.com/document/d/1FjPcZgiNXIs927C7kAE0ITQltlMR3MLPQyS_tR4ah2A/edit?usp=sharing

Reminders & Best Practices

- **Start early!** Allow time for revisions and feedback.
- **Customize!** Research employer / position requirements to better understand company values and specific language to use in your cover letter.
- **Talk it out!** Utilize resources such as career coaches to practice the resume & bullet point writing process.



Questions?



Reminder: Join the Talent Gateway!

-Practice, develop & understand your professional skills-



CAREER & SELF
MANAGEMENT

COMMUNICATION



CRITICAL THINKING

EQUITY & INCLUSION



LEADERSHIP

PROFESSIONALISM



TEAMWORK

TECHNOLOGY

