Resume 101

As you may know, a resume is a document that captures your experience and skills, and oftentimes, it is the first thing an employer sees about you. A strong resume should make a lasting impression and provide the employer with an idea of what you bring to the table.

What is in your resume?

Resumes can vary in style but each resume should include the following:



- **Name and contact information**
  - Professional email address, phone number, LinkedIn
  - Physical address is not necessary to include
- **Professional work experience**
  - Responsibilities held
  - Results achieved
- **Professional achievements**
  - Awards, honors, etc.
- **Education experiences**
  - Certifications earned
  - Degrees earned
  - Professional Credentials



Resume Dos and Dont's

DOS	DONT'S
✓ List **3-5** bullet points for each experience	✗ Write long paragraphs
✓ Include **keywords** from the job description	✗ Exceed **one page** *unless* you have 10+ years of work experience
✓ Use **action words**	✗ Use "I"
✓ Update regularly	✗ Submit before proofreading



Expanding Your Experiences

Each experience you share should be relevant to the job or opportunity that you are applying for. For each experience, summarize your responsibilities held and results achieved while you were in that position in 3-5 bullet points. If you are currently in that position, use **present tense**. Use **past tense** to describe previously experiences.

The bullet points should address **what** you did, **how** you did it, and **what** your impact was. As you are narrowing down your experience into these bullet points, ask your self guiding questions to figure out what is **most important** for prospective employers to know.

CAST TIP

Take time to update your resume in real time. It is easier to remember all that you do when you're still doing it!

- **Did I start any initiatives in this position?**
- **Is there something that I grew, developed, or, changed that had a positive impact on the organization?**
- **Did I make a process go smoother, faster, or more cost-effective?**
- **What did my work allow my organization to do?**

Take your bullet points a step further and include the **results** that you achieved not just the responsibilities you held. Quantify the results you achieved by specifying the **size**, **frequency**, or **process.** See some examples below.

Responsibilities Only	Responsibilities + Results
• Managed company social media pages and grew following	• Managed and grew company Instagram page following by 25% and posting at least 2 times weekly
• Provided end-user hardware support and resolved issues.	• Provided end-user hardware support, resolving 82% of issues and averaging 4.75/5.00 satisfaction rating
• Performed scheduling and rescheduling duties for more than 250 patients per week	• Performed scheduling and rescheduling duties for more than 250 patients per week



Level Up Your Resume

As you write your resume, make sure that your bullet points vary in terms of **action verbs**. Try to avoid using the same action verb more than once in your resume. Think through each bullet point and make sure that that the action verb you choose best represents what you did. See the example below.

- **Made a protocol to make the 10-person weekly staff meetings more efficient.**
- **Made a sales plan to increase yearly sales by 10%.**



- **Designed a protocol to increase efficiency in a weekly 10-person staff meeting.**
- **Developed and executed a sales plan to increase yearly sales by 10%.**

Check out more resources on using strong action verbs:

- MIT's Career Advising & Professional Development Resume Action Verbs
- 200+ Action Verbs to Make Your Resume Stand Out from Indeed
- Resume Action Verbs from Brandeis University Hiatt Career Center

In some instances, it might be appropriate to include a section of your **professional skills** acquired throughout your professional work experience that are also **transferable** to a new position. It is important to keep this section short and to the point. This is also a great place to share any other languages that you speak. Check out some ideas for incorporating skills in your resume below.

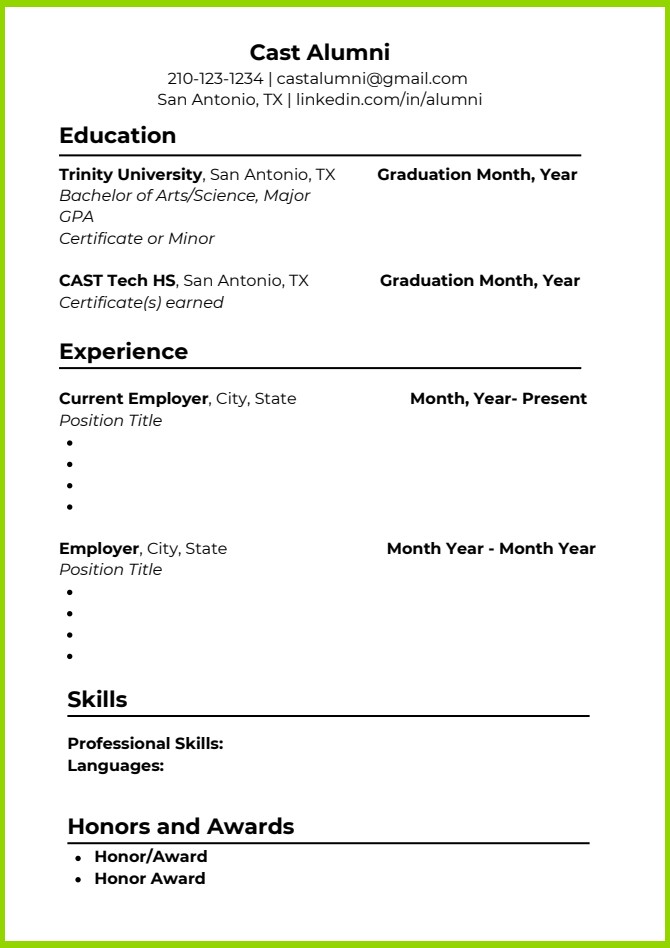
- Transferable Skills: 10 Skills That Work Across Industries from Indeed
- 7 Examples of Transferable Skills for Your Resume from LinkedIn
- Identify Transferable Skills from CareerOneStop

CAST TIP

When applying to a specific role it is recommended that you review the job description and look for specific action verbs and skills. Where can you incorporate these into your resume? Many companies today use AI to scan resumes. If your resume doesn't have any relevant keywords from the job description it may be passed over.

Putting it all together

The most important step is putting together all of your valuable experiences, education, and, skills to create your resume. Resumes can vary in style, design, and, format however there are a few recommendations to consider when designing your resume.



Cast Alumni
210-123-1234 | castalumni@gmail.com
San Antonio, TX | linkedin.com/in/alumni

Education

Trinity University, San Antonio, TX — **Graduation Month, Year**
Bachelor of Arts/Science, Major
GPA
Certificate or Minor

CAST Tech HS, San Antonio, TX — **Graduation Month, Year**
Certificate(s) earned

Experience

Current Employer, City, State — **Month, Year- Present**
Position Title
-
-
-
-

Employer, City, State — **Month Year - Month Year**
Position Title
-
-
-
-

Skills

Professional Skills:
Languages:

Honors and Awards
- **Honor/Award**
- **Honor Award**

Formatting Tips

- Keep a 1-inch margin on all sides
- Use 1-1.15 line spacing
- Use a font that is professional and easy to read
- Choose a font size of 11-12 pt for normal text and 14-16 pt for Titles and Name
- Make sure to list most recent Experiences and Education first

Luckily, you don't need to start from scratch! There are many pre-made resume templates out there that make it simple to fill in your information. Resources are linked below.

- Resume Templates and Examples from UT Austin Career Center
- Harvard College Bullet Point Resume Template
- Resume Genius Resume Builder