

# How to Write an Effective Resume



Your resume is about **you**, but it is for the employer! It must clearly and concisely show the hiring manager that you have the knowledge, skills and abilities they are seeking. Before you begin, focus on self-assessment, networking, and identifying opportunities that interest you. After you draft your resume, meet with a Career Coach or a Peer Career Consultant for feedback!

## Style & Format

### Keep it simple.

A simple layout is easiest for employers and Automated Tracking Systems to read.

An ATS is software that allows employers to track candidate resumes throughout the hiring process.

### Keep it readable.

Keep your resume to one page if you have 1 - 10 years of experience.

Use bullet points: start with strong action verbs and emphasize transferable skills like communication, teamwork and leadership.

### Keep it consistent.

Use the same formatting and style throughout. Use all caps, small caps, bold and italics sparingly and consistently.

### Keep it relevant.

Reflect the employer's culture and values—Highlight skills from the 10 UMW Competencies. If relevant, include certifications, licenses, travel, professional association memberships, etc.

Match your resume content to the job description.

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CCPD website



## Structure & Layout

### Take it from the top.

**Header:** city/state, phone number, email, LinkedIn URL, and professional portfolio URL at the top of the page.

Be sure your email is professional and your voicemail is up-to-date and professional.

**Summary:** (optional): one-two sentences highlighting your background and key skills relevant to the position.

**Education:** list your most recent program first. Include high school only if you are a first-year with limited experience. Include higher-level courses, awards, GPA of 3.5+, research and honors.

**Experience:** list in reverse chronological order. Include job title, employer name, location and dates. Include internships, jobs, volunteer work, relevant class projects and research. Use powerful action verbs to describe your accomplishments. Use quantifiable results when possible (e.g.: "Increased sales by 20%").

**Skills:** durable (soft) skills are best demonstrated within your Experience section to provide context. (e.g.: Utilized communications skills to de-escalate guest concerns). They can be referenced again in a specific Skills section. The same goes for hard skills (e.g.: technology and foreign languages).

# ELLIS CAREER

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## SUMMARY

Motivated and innovative entry-level professional with highly developed skills in communication and teamwork. Seeking an administrative position with an organization that works with local community to provide educational and recreational opportunities to constituents.

## EDUCATION

- **University of Mary Washington (UMW)**, Fredericksburg, VA
- Bachelor of Arts in Sociology, minor in Data Science, expected May 202X; GPA: 3.6
- Relevant courses: Nonprofit Management, Youth & Community Engagement, Sociology of the Suburbs

## EMPLOYMENT EXPERIENCE

Youth Mentor (Intern), ABC Learning Cooperative, Fairfax, VA, Summer 202X

- Worked as part of a team of six interns and four staff to engage middle school students in activities ranging from board games to robotics. Surveys indicated an average of 60% increase in students' communication and 45% increase in problem-solving skills by end of summer.
- Mentored three students individually. Developed goals, devised strategies to achieve, and utilized metrics to assess progress. All three demonstrated 75% or more satisfaction with the growth achieved.

Head Lifeguard, Fairfax Community Pool, Fairfax, VA, Summers 202X-202X

- Managed a team of five lifeguards, including setting up shifts for weekly coverage.
- Trained staff in customer service and communication skills to ensure guest safety
- Demonstrated leadership and critical thinking capabilities; promoted from original lifeguard position after one summer.

## LEADERSHIP EXPERIENCE

Council Leader, UMW Community Outreach and Resources, 202X-Present

- Collaborate with community partners to organize 25+ student volunteer opportunities per semester. Advertise events, communicate with volunteers about logistics, and organize transportation for 235 students.
- Created innovative social media campaign that grew UMW's SPCA volunteer participation by 30%; sustained this growth for three semesters.

Secretary, UMW Humanities and Social Sciences Society, 202X-Present

- Design infographics to be posted on the club's social media platforms. Instagram engagement increased by 25%.
- Communicate with department faculty and student aides to increase club publicity and better inform organizational decisions.

## SKILLS

- Proficient with Python, R and Excel; introductory capability with Java
- CPR/AED certified (valid through 202X)
- Proficient in written and spoken Spanish