TSAILE LEARNING CENTER

RÉSUMÉ WRITING

WHAT IS A RÉSUMÉ?

Your resume is a marketing document used to highlight your education background, experience, and skills. Creating a well-crafted and strategic resume is the first step to any successful job or internship search. The goal of your resume is to obtain an interview.

SECTIONS OF A RÉSUMÉ

Header: Includes identifying and contact information such as your full name, address, telephone number, and email address. Optional: social media pages and personal website/blog if professional in nature.

Education: Includes academic credentials. List name of institution; location (city, state); date of attendance/graduation; degree title; major(s); minor(s); GPA (if over 3.0); scholastic honors or scholarship, important academic projects; and study aboard experience.

Experience: Includes paid or unpaid internships, volunteer position, part-time and full-time employment. Substantial academic and/or research projects also may include under experience. Be sure to detail the name and location of the employer as well as dates of employment. Use action verbs to describe your experience and highlight accomplishments and skills. See the back of this handout for a list of action verbs to help you get started. Your experience should be separated into two or more sections.

Possible heading in the titles include:

- Related Experience
- Work Experience
- Leadership
- Activities
- Publications
- Volunteer
- Athletics
- Community Services
- Skills
- Professional Memberships
- Certifications

TIPS & GUIDELINES

- As a general rule, your resume should be limited to 1 page. Exception: graduate students or non-traditional students with extensive work experience.
- Make your name stand out by using bold and a larger font size.
- Use a font and font size that are easy to read. Appropriate font include Times, New Roman, Arial, Bookman, and Helvetica. Font size should be 10-12 point.
- Use strategic and meaningful action verbs to describe your experience. See the back of this handout for a list of action verbs.
- Quantify your descriptions by using detailed numbers and showing results whenever possible. Ask yourself: “How much? How many? How often?” after each job descriptor, and add appropriate details as applicable.
- Order you accomplishments and job descriptions in reverse chronological order. Start with the most recent job and work backward.
- Eliminate unnecessary words. Use the minimum number of words to convey meaning. Words such as “a,” “an,” and “the” can be cut throughout the resume.
- Consistency is key! Be consistent across sections. For example: dates in the same style and position on the page.
- Cater your resume to the industry. Each resume should be tailored to the job description.
- Proofread, proofread, proofread! Your resume should be accurate and free from spelling, grammar, or punctuation errors.

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TSAILE LEARNING CENTER

RÉSUMÉ ACTION VERBS

MANAGEMENT
administered
accounted for
analyzed
assigned
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened
supervised
terminated

COMMUNICATION
addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

RESEARCH
analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

TECHNICAL
adapted
assembled
built
calculated
computed
conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

TEACHING
adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

FINANCIAL
administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

CREATIVE
acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

ORGANIZE
approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

MORE VERBS
achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

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RELATED EXPERIENCE

Warrior Time, Diné College Student Newspaper Tsaile, AZ
Editor-In-Chief *Sept. 2019 - Present*
Manage staff of 20 and oversee budget of $15,000 for daily web and weekly print editions.

- Organize production of newspaper, including copy editing, computer inputting and formatting, pagination, proofreading, and prepress.
- Design original templates and coordinated new methods of production and distribution, increasing distribution from 250 to 750 copies per month.
- Serve as liaison to faculty, administration, student body, and the greater New Orleans community.

Assistant Navajo Times, Staff Writer *Aug. 2019 - Sept. 2019*

- Wrote at least one story per week on topics such as art, culture, music, major Diné College events, and student or alumni accomplishments.
- Provided editorial comments on copy for 5 campus columnists.

Warrior Pet Marketing Campaign Chinle, AZ
Marketing Campaign Coordinator *May 2017 - Aug. 2019*

- Designed a cost-effective marketing campaign for a local pet grooming business that leveraged a combination of social, email, and offline marketing techniques
- Surveyed pet owners in Chinle to collect detailed data on the behavior of our target customer
- Developed a campaign budget of $1,500, which we estimated to be the minimum cost that would yield the highest return on investment (ROI)

Navajo Affairs Council of Navajo Nation Window Rock, AZ
Student Volunteer *Jan. 2015 - Jan. 2016*

- Maintained organization's website and social media outlets including Facebook, Twitter, and Pinterest.
- Assisted with event planning and implementation, including identification of guest speakers and promoting events on Diné College campuses.

LEADERSHIP

Associated Student Of Diné College Tsaile, AZ
Vice-President-New Member *Aug. 2013 - May 2015*

- Ensured each new member felt welcomed and supported on Diné College campuses
- Planned and implemented weekly new member education meeting for 25 students
- Oversaw planning and execution of off-campus Immersion Retreat for entire chapter of 150 students

EDUCATION

Diné College Tsaile, AZ
Bachelor of Arts, Business Administration *expected May 2020*
Double Major: Political Science & Graphic Designer- Designer Track
GPA: 3.67 | Dean's List

Bachelor Of Science , Secondary Education, Math *anticipated Dec. 2021*
Major: Education

- Honors/Awards: Dean's List 5/6 Semester
  Presidential Honor List

- Service Learning: Served on future educational leaders for one month

RELEVANT COURSEWORK

56 hours Finance and Accounting, data reporting
15 hours of education, including special needs services, multi-linguists languages, teaching method & styles
8 hours of practicum field experiences
8 hours observation reporting and analysis

PRESENTATIONS

"Early Signs of visually impaired in Navajo Children", presented at national meeting, Navajo Diné School, Window Rock, AZ, May 2019

ACTIVITES

Animal Club, *member* Jan. 2015 - Present
Anime Club, *member* Mar. 2017 - Jun. 2017

CERTIFICATION

American Heart Association, CPR Certification Jan. 2020 - Present
Navajo Fire & Safety Training, Certification Mar. 2019 - May 2020