

Creating a Dynamic Resume For Alumni



Your resume is your marketing tool, often the first impression an employer will have of you. It should communicate relevant skills, experience, and knowledge relevant to the job in a concise, easy-to-read format.

FIRST STEPS

Evaluate the skills and knowledge that you have to offer an employer. You should be able to answer the following:

- Who are my intended audiences?
- What are my top five skills? Personal attributes?
- Which experiences and activities relate most closely to the job of interest?
- How have I demonstrated my strengths and accomplishments through my past experiences?
- What work experiences have I enjoyed most?

KEY TIPS

- Correct grammar, punctuation, and spelling are a must!
- Length is generally 1-2 pages (depending on your field).
- Dates are listed in reverse chronological order.
- List most important or relevant skills and experience first.
- Use abbreviations sparingly.
- Present similar information consistently.
- Ethics apply. Be honest in all your communication!
- Use active verbs to describe relevant experiences.

CONTENT

- **Action** - Action verb
- **Context** - Background Information
- **Result** - Results of Action

Redesigned and maintained Social Networking site, including Twitter and Facebook resulting in 40% increase in views and 10% increase in ticket sales.

Instead of:

- Performed duties of opening and closing restaurant. Made sure everything was going well with workers. Took phone calls. Took cake orders. Talked to complaining customers, and oversaw quality of food.

Use this:

- Represented business professionally and respectfully to customers consistently; provided friendly and responsive customer service in person and via phone (food and cake orders).
- Identified customer needs and resolved complaints in a fast and satisfactory manner.

Full Name

Address | Phone Number | Email Address
(LinkedIn: Optional)

SUMMARY

Include a statement describing your unique skills and attributes. You may include computer, language, laboratory, or other relevant skills, key experiences and positions you are interested in.

RELEVANT EXPERIENCE

Name of Company | Location Month Year – Month Year

Job Title

- (Action verb + Subject + Result)
-
-

Name of Company | Location Month Year – Month Year

Job Title

- (Action verb + Subject + Result)
-
-

ADDITIONAL EXPERIENCE

Name of Company | Location Month Year – Month Year

Job Title

- (Action verb + Subject + Result)
-
-

EDUCATION

School Name, Location Graduation Month Year

Degree/Major(s)

- Minor(s)
- GPA (optional)

LEADERSHIP & VOLUNTEER

Name of Organization | Location

Month Year – Month Year

Name of Organization | Location

Month Year – Month Year

Name of Organization | Location

Month Year – Month Year

ALUMNI BISHOP

1000 Rock Jones St. NW, Washington, D.C. 20009 | 614.111.1111 | bisohp.louis@gmail.com

PROFILE

Highly motivated young professional with a keen interest in legislative politics. Well-regarded by supervisors for demonstrating excellent research, interpersonal, and written and oral communication skills. Takes initiative, asks questions, follows-through, and multitasks. Easily establishes rapport with people of diverse backgrounds. Works well independently with minimal supervision and as a team member. Detail-oriented and comfortable working in a fast-paced environment. Possesses experience using legal research tools such as Westlaw, Lexis Advance, and HeinOnline.

PROFESSIONAL EXPERIENCE

Federal Trade Commission, Washington, D.C.

July 2016 - Present

Honors Paralegal, Office of Congressional Relations (OCR) | June 2017-Present

- Supports senior OCR staff in developing, coordinating, and executing legislative advocacy for the FTC on consumer protection and competition policy issues.
- Writes memos to inform Commission staff of legislative developments.
- Monitors hearings and legislation of interest to the FTC as well as Members' press releases and speeches.
- Conducts research to support OCR in preparing presidential nominees and agency staff to testify before Congress.
- Receives and helps coordinate responses to Members' inquiries on behalf of constituents.

Honors Paralegal, Office of the Executive Director (OED) | July 2016-June 2017

- Drafted briefings and tracked reports on the FTC's overseas activities for the Office of International Affairs.
- Supported the Inspector General in preparation for a conference presentation.
- Supported the Executive and Deputy Executive Directors, who oversee the management and administration of the FTC.
- Drafted and edited reports and policies for OED and the FTC; Supported \$MM agency acquisitions.
- Led planning committee for OED's annual employee training and engagement event, which hosted 100 attendees.
- Completed training courses on Drupal and project management.

Alignment Government Strategies, Washington, D.C.

May 2015 – August 2015

Intern

- Conducted legislative and political research on behalf of the lobbying firm and its corporate clients.
- Drafted briefings on congressional hearings, government regulations, and legal processes affecting the firm/clients.
- Created issue and personnel databases.

EDUCATION

Ohio Wesleyan University, Delaware, OH

May 2016

Bachelor of Arts in Politics & Government

careers@owu.edu | 740-368-3152 | owu.edu/careers | @owucareers

Honors Thesis: *The Responsibility to Protect (R2P) and NATO's Intervention in Libya*

- Ohio Wesleyan Men's Soccer Team, Co-Captain
- *The Transcript*, Sports Content Editor, News Correspondent (4 years)

Resume Action Verbs

COMMUNICATION SKILLS

Addressed
Advised
Arbitrated
Authored
Clarified
Coached
Communicated
Corresponded
Developed
Directed
Drafted
Edited
Enabled
Explained
Facilitated
Guided
Informed
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Trained

TECHNICAL SKILLS

Adapted
Administered
Arranged
Assembled
Built
Catalogued
Calculated
Clarified
Compiled
Computed
Converted
Conserved
Designed
Developed
Devised
Dispatched
Engineered
Fabricated
Generated
Maintained
Marketed
Operated
Organized
Overhauled
Programmed
Projected
Remodeled
Repaired
Replaced
Solved
Specialized
Upgraded

CREATIVE SKILLS

Acted
Collected
Critiqued
Conceptualized
Created
Designed
Developed
Directed
Extracted
Established
Fashioned
Founded
Generated
Identified
Illustrated
Implemented
Inspected
Instituted
Integrated
Introduced
Invented
Investigated
Modeled
Operated
Performed
Planned
Prepared
Processed
Researched
Revitalized
Summarized
Updated

MANAGEMENT SKILLS

Allocated
Analyzed
Appraised
Appointed
Assigned
Attained
Authorized
Balanced
Chaired
Contracted
Consolidated
Coordinated
Developed
Directed
Evaluated
Executed
Identified
Improved
Increased
Initiated
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Retrieved
Reviewed
Stimulated
Streamlined
Strengthened
Supervised