



# *UNDERGRADUATE RESUME GUIDE*

# Undergraduate Resume

---

An effective resume does more than serve as a summary of the facts about yourself. It is a personal marketing instrument. It focuses the employer's attention on your special abilities for a particular career field or function. Your resume is an advertisement or sales presentation about you.

There are a 1000 ways to write a resume. Here, we provide the basic structure to help you get started. Once you have a draft ready and after each revision, we strongly encourage you to get your resume critiques by a Career Counselor.

## Resume Guidelines

### **General Guidelines:**

- Keep in mind that prospective employers will spend less than 30 seconds reviewing your resume. You must keep it clear, concise, and focused on the information that will best showcase your talents.
- Not everything matters!- Keep a master list of everything you have been involved in and tailor your resume to each position to which you are applying.
- An undergraduate resume **cannot** be more than 1 page in length.
- Font style should be Times New Roman or similar font sized between 10 and 12 point with consistent use of spacing, fonts, font size, bold, and italics among similar items
- Margin size can be ½ to 1 inch, depending on your space needs.
- Overall the look should be clean and easy to read with clear section headings.
- Do not use a fill in Word or Internet template! Those can be too easily distinguished.

### **Contact Information:**

- Include your name, address (both home and school, if applicable), the phone number you use most, and **one** email address
- Use upper and lower case for name and address
- Spell out the words Street, Avenue, Road, and Boulevard
- If you choose to include a website address or LinkedIn account, ensure all information is effort free to view and professional.
- Do not include any personal information such as a photo, marital status, date of birth, or religion.

### **Professional Objective/ Summary:**

- Your objective is a brief functional statement of your career goals or interest and how your skills help to serve the organization. It should be **REALISTIC, CONCISE, and TARGETED**

- Avoid vague language and general clichés such as “opportunity for advancement”, “a challenging position”, etc. Employers want to hear your **unique** voice and get a sense of your skills
- Make sure your statement is work-centered rather than self-centered. You want to bring across what you will bring to the position/ company, not what it will do for you.

#### Sample Objective

A <power adjective>, <power adjective> marketing graduate seeking a <position/ opportunity> where I can bring value by <personal characteristic, skill, etc.>

#### Education:

- Include the name and location of Lehigh and other colleges attended in reverse chronological order
- You may include your high school if there is a strong reputation or alumni network
- List degree pursued (B.A./ B.S.) major(s), minor(s) and graduation date with the month and year
- GPA is optional, but sometimes desired. You can include major GPA, but it must be specified as such. Do not overdo it by listing several GPAs
- You can include relevant course in you major/ minor/ electives, but ensure the list is concise (5-9) and includes upper level courses. List the course title, not the number (i.e. List Planetary Astronomy **not** ASTR 105)
- Academic Honors can be included in the education section, Scholarships and honor societies must be spelled out and include date inducted
- Study abroad experiences may be placed here, **OR** you can include them in another separate section titles “International Experience” or “Study Abroad Experience”

#### Skills:

- Computer competencies (list applications in order of importance), procedures/ techniques utilized in your field, equipment you can operate (scientific, etc.), foreign languages
- Provide the level of competency (i.e. proficient, familiar, fluent, etc.)
- Include Microsoft Office programs since these may be among the key words by which resumes are searched (especially Excel)
- Include all skills relevant to the position

#### Experience:

- Experiences can be listed under multiple, specific headings such as “Related Experience”, “Leadership Experience”, “Additional Experience”, or “International Experience”.

- Experiences under each heading should be listed in reverse chronological order and include full-time/part-time work, internships, co-ops, externships, class projects, class presentations, research, or volunteerism that directly related to the heading.
- Include title, organization/ company name, location (city, state) and dates.
- Use action verbs to describe responsibilities and accomplishments, keep the descriptions action-oriented and varied (Please refer to attached list of action verbs)
- Leadership is any activity you are involved in where you have responsibilities above and beyond membership
- Additional Experience should include any employment or experience that does not directly relate to the career sought, but it important to show time-management, consistency, etc.
- Include major responsibilities and outstanding accomplishments, recognitions, or skills gained.
- Quantify wherever possible. For example, rather than “Increased organization membership”, state “Increased membership by 45%”
- Most employers prefer bullet point format for experience descriptions

#### **Presentations:**

- Significant presentations outside the classroom may be included in their own section on your resume. Make sure to include the name of the topic or paper presented. You may also include the conference, date, city, and state

#### **Activities:**

- List clubs, committees, and organizations in which you are a member
- Include sports, clubs, Greek affiliations, hobbies, etc.
- **Do not** repeat clubs or organizations listed on your resume under other sections

\*Remember to **SPELL CHECK** and **PROOFREAD** your resume several times.

The resume you submit to a prospective employer should be **ERROR FREE**

Have a Career Counselor Check it for you!

\*No resume, no worries\*-- A Career Counselor can work with you to develop your resume. Call Career Services, 610-758-3710, to make an appointment and meet with a Career Counselor.

## Action Words

Abstracted	Charged	Determined	Generated	Nominated	Restored
Accomplished	Charged	Developed	Guided	Observed	Reviewed
Achieved	Chartered	Devised	Handled	Obtained	Revised
Acquired	Chartered	Diagnosed	Helped	Offered	Scheduled
Acted	Coached	Directed	Identified	Operated	Screened
Adapted	Coauthored	Discovered	Illustrated	Organized	Selected
Addressed	Collaborated	Documented	Implemented	Originated	Served
Administered	Collected	Drafted	Improved	Overcame	Set goals
Advertised	Communicated	Earned	Improvised	Oversaw	Shaped
Advised	Compared	Edited	Increased	Participated	Solicited
Advocated	Compiled	Elected	Influenced	Performed	Solved
Aided	Completed	Eliminated	Initiated	Planned	Specialized
Allocated	Composed	Encouraged	Instituted	Prepared	Sponsored
Analyzed	Computed	Enforced	Instructed	Presented	Strategized
Answered	Computed	Enlisted	Integrated	Presided	Streamlined
Anticipated	Conceived	Ensured	Interpreted	Prioritized	Strengthened
Applied	Conceived	Established	Interviewed	Produced	Studied
Approved	Conducted	Estimated	Introduced	Programmed	Succeeded
Arranged	Conserved	Evaluated	Invented	Projected	Summarized
Articulated	Consulted	Examined	Investigated	Promoted	Supervised
Ascertained	Contracted	Exceeded	Launched	Proposed	Supported
Assembled	Contributed	Excelled	Learned	Proved	Surveyed
Assessed	Converted	Expanded	Lectured	Provided	Sustained
Assisted	Cooperated	Expedited	Listened	Publicized	Synthesized
Attained	Coordinated	Explained	Located	Published	Taught
Audited	Correlated	Explored	Maintained	Queried	Tested
Augmented	Counseled	Expressed	Managed	Raised	Theorized
Authored	Created	Extracted	Mastered	Received	Trained
Bolstered	Critiqued	Facilitated	Maximized	Recognized	Translated
Briefed	Cultivated	Financed	Mediated	Recruited	Tutored
Brought	Dealt	Fixed	Mentored	Redesigned	Upgraded
Budgeted	Debated	Followed	Met	Reduced	Used
Built	Decided	Formulated	Minimized	Referred	Verified
Calculated	Defined	Fostered	Modeled	Related	Visualized
Cared	Delegated	Founded	Modified	Reported	Volunteered
Catalogued	Delivered	Gained	Monitored	Represented	Wrote
Chaired	Designed	Gathered	Motivated	Researched	
	Detected	Gave	Negotiated	Responded	

# Undergraduate Resume Template

First Name Last Name

[email@lehigh.edu](mailto:email@lehigh.edu) Cell #

Campus Address: Campus Sq, Bethlehem, PA 18015

Home Address: 1611 Left St., Bethlehem, PA 18015

## Objective

A <power adjective>, <power adjective> marketing graduate seeking a <position/ opportunity> where I can bring value by <personal characteristic, skill, etc.>

## Education

Lehigh University, Bethlehem, PA

Bachelor of Science/ Arts in \_\_\_\_\_, Minor in \_\_\_\_\_

May 20xx

GPA: \_\_\_\_\_ (*Overall or Major*)

Honors: List academic honors like Dean's list, Year

Courses include: (*List high level courses related to your major separated by commas 5-9 courses max*) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Related Experience** (*Include paid jobs, internships, co-ops, related organizations, externships, volunteerism, research, class projects, research papers, etc.*)

**Title**, Company or organization, City, State  
*activities you can use a Fall/Spring Year format*

Dates (*Month year- month year format for campus*)

- 3-5 bullets focused on the accomplishments or skills gained during the experience
- All bullets should begin with action verbs (see attached list of Action Verbs)
- Be specific about technology or procedures used

**Title**, Company or organization, Lehigh University (*on campus positions can list LU for the location*) Fall 20xx -Spring 20xx

- Facilitated tours for prospective students and families resulting in positive comments
- Presented on student panels for prospective and accepted student open houses
- Organized and scheduled campus visits and interviews for prospective students

**Title**, Company or organization, City, State

Summer 20xx, and 20xx

- Explained, educated and encouraged customers about our products, while providing outstanding customer service
- Maintained and organized store front and back room
- Operated cash register and POS system
- Trained new associates when required

**Skills** (*Only list those categories which apply*)

**Computer:** Excel, Access, PowerPoint, SharePoint Designer, AutoCad, (add any software knowledge)

**Languages:** Intermediate Spanish (*always add proficiency level with language Beginner, Intermediate, Conversational, Advanced, or Fluent*)

**Procedure/ Techniques**

**Equipment**

## Leadership Experience

**Title**, Organization, City, State

May 20xx - June 20xx

- Action verb statement
- Action verb statement

## Additional Experience

**Title**, Organization, City, State

Month 20xx - Present

- (*May not need to describe*)

## Activities

(*List additional club/ groups/ affiliations where you hold general membership separated by commas*) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_