

# Resume Template

This is a strong resume example, edit based on your unique experience and purpose

**Your Name (14-16pt font & bold, margins .75"- 1")**

Address (all other font is 11pt, no italics, can bold heading, black and white only, no pictures)

Professional email (no hyperlink) Phone number (with a professional sounding voicemail)

## OBJECTIVE

Short, sweet, and to the point. What are you looking for? "Full time position in..." "Summer internship in..."

## EDUCATION

**Worcester Polytechnic Institute (WPI), Worcester, MA**

Degree in Major, Minor/Concentration, GPA 3.0 or above/4.0

Graduation Month Year

**Name of High School (optional as you get more WPI experience), City, State**

High School Diploma, GPA 3.0/4.0

Graduation Month Year

**Related Courses: (optional as you get more WPI experience)**

5-7 courses you have taken (name of course not the number) that relate to the position description.

**SKILLS** (examples of how to categorize below)

**Lab Techniques/Programming/Operating:** skills used in experiences go here

**Applications/Software:** utilize relevant skill groupings

**Languages:** languages you know and skill level go here

**PROJECTS** (list your relevant projects starting with most recent to least recent)

**Interactive Qualifying Project (IQP), City, State, Country if outside U.S., WPI**

Month year - Month year

- Start each description with a bullet and an action verb talking about the objective of the project, the skills and tools you used, and the outcome.
- Make sure to mention any qualitative results.
- Highlight group size, if you researched something, wrote a report, or presented. For more details refer to back page.

**Course/Personal Project, WPI**

Month year - Month year

- Talk about a group project, solo project, or a personal project. Did you have to do research, write a report, or present anything? Begin each line with an action verb, including details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.

**EXPERIENCE** (listing your different positions starting with most recent to least recent)

**Title, Company/Organization, City, State**

Month year - Month year

- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements in the position. Quantify results where possible. For more details refer to back page.

## ACTIVITIES/LEADERSHIP

**Role, Club/Organization, Location**

Month year - Month year

## AWARDS/HONORS

**Award, Club/Organization, Location**

Month Year it was awarded

- Robotics and IMGD students you can and are expected to go a full two pages with your additional course and personal projects
- First year students talk more about your course projects and if you did GPS or Humanities and Arts seminars/practicums



# Resume Tipsheet

## Action Verbs

Below is a list of sample action verbs to use when creating your resume. This is by no means an all-inclusive list but will provide you with some good sample action verbs to start your action-oriented phrases.

Accommodated	Consulted	Edited	Handled	Negotiated	Revised
Acquainted	Controlled	Educated	Headed	Notified	Scheduled
Adapted	Coordinated	Eliminated	Illustrated	Operated	Served
Advertised	Counseled	Endorsed	Improved	Organized	Solved
Advised	Created	Enhanced	Influenced	Originated	Studied
Advocated	Designated	Established	Informed	Perfected	Suggested
Aided	Designed	Estimated	Innovated	Planned	Supervised
Analyzed	Determined	Evaluated	Installed	Prepared	Taught
Applied	Developed	Examined	Instructed	Prescribed	Tested
Appraised	Devised	Exhibited	Interpreted	Produced	Trained
Arranged	Diagnosed	Familiarized	Investigated	Programmed	Transferred
Assigned	Directed	Founded	Maintained	Recommended	Vetoed
Assisted	Discovered	Governed	Managed	Regulated	
Chaired	Displayed	Guaranteed	Mapped	Removed	
Conferred	Drafted	Guided	Measured	Resolved	

## Phrasing with Action Verbs

- 1) Use **ACTION** statements. Start each of your activity descriptions with an ACTION VERB that efficiently conveys your key task, activity, or responsibility.

Example:

- **Provided** customer service to store patrons

- 2) Strengthen your descriptions with **QUALIFIERS / ADJECTIVES** that show **HOW** you performed your tasks well.

Example:

- Provided **friendly, professional** customer service to store patrons

- 3) Qualify **the PURPOSE, IMPACT, or VALUE** of your activity by connecting the activity to its beneficial goal for the organization or customers.

Examples:

- Provided friendly, professional customer service to store patrons **ensuring a positive experience**

- 4) Where relevant, **QUANTIFY the SCOPE, ACHIEVEMENTS, or OUTCOMES** of your activities with concrete numbers.

Example:

- Provided friendly, professional customer service to store patrons ensuring a positive experience, **and exceeding monthly sales goals by over 10% each month for six months.**

In summary, the best resume descriptors will have a combination of **ACTION VERBS**, supporting **ADJECTIVES**, as well as **NUMBERS** quantifying the **SCOPE, PURPOSE, or OUTCOMES** of your activities.