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# Résumé Writing Guide

## Résumé Writing Guide Contents

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## Creating Your Résumé

As you plan your résumé, keep in mind that an employer may initially only spend 15-20 seconds reviewing it. Remember, the purpose of a résumé is to get you an **interview**. Your goal is to highlight your qualifications, skills, and experiences in a manner that will make you stand out from the rest. Use the following checklist to develop your résumé and compare it to the template. Additionally, feel free to use the action verb list at the bottom of this page as a reference to start writing your bullet points.

## Résumé Writing Checklist

### Check mark as you go!

- You've included updated contact information (name, phone, personal/professional email, *optional city & state*)
- You've included headers that fit your experiences, such as: Education, Work Experience, Internship Experience, Volunteer, Skills, etc.
- The résumé is tailored to the job you are applying for
- The résumé is relevant to the position and contains industry-related keywords (use the job description as a reference for keywords)
- You **do not** include periods at the end of your bullet points
- The résumé does not contain pronouns (I, We, My, They, etc.)
- Length of document is appropriate (a résumé CAN be more than one page *if necessary*; if it goes on to the second page, make sure it takes up half to all of that second page)
- Document is free of spelling and grammatical errors
- Résumé contains no personal/identifying information or photos
- The format is organized and easy to read
- You've had at least one other person look over your résumé for you
- Each bullet point should start with an action word (TIP: Use the list on the following page as a reference)
  - Action Words** can be used to begin each bullet point phrase in your résumé. Keep in mind that there may be additional words that pertain specifically to your field. Always begin your bullet points with an action word that describes an explanation of your job accomplishments/responsibilities.



## Action Word List

### Management Skills

Accelerated  
Accomplished  
Achieved  
Administered  
Assigned  
Chaired  
Conferred  
Consolidated  
Controlled  
Coordinated  
Delegated  
Developed  
Directed  
Evaluated  
Executed  
Exhibited  
Improved  
Increased  
Organized  
Planned  
Prioritized  
Promoted  
Recommended  
Reviewed  
Strengthened  
Supervised

### Communication Skills

Addressed  
Authored  
Collaborated  
Convinced  
Corresponded  
Developed  
Directed  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Interpreted  
Mediated  
Moderated  
Negotiated  
Participated  
Persuaded  
Promoted  
Publicized  
Reconciled  
Recruited  
Reviewed  
Revised  
Translated  
Wrote

### Research Skills

Analyzed  
Clarified  
Collected  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed

### Helping Skills

Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Eliminated  
Expanded  
Facilitated  
Guided  
Motivated  
Referred  
Represented  
Significantly  
Succeeded

### Financial Skills

Administered  
Allocated  
Analyzed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conducted  
Developed  
Forecasted  
Managed  
Marketed  
Negotiated  
Planned  
Projected  
Sold

### Clerical Skills

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Contracted  
Converted  
Executed  
Generated  
Implemented  
Inspected  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Proficient in  
Purchased  
Recorded  
Retrieved  
Scheduled  
Screened  
Simplified  
Specified  
Streamlined  
Systematized  
Tabulated  
Validated

### Technical Skills

Assembled  
Built  
Calculated  
Computed  
Configured  
Designed  
Devised  
Engineered  
Equipped  
Expedited  
Fabricated  
Installed  
Maintained  
Operated  
Overhauled  
Programmed  
Remodeled  
Repaired  
Retrieved  
Solved  
Upgraded

### Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Demystified  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Formulated  
Fostered  
Guided  
Informed  
Instructed  
Motivated  
Persuaded  
Prepared  
Set goals  
Stimulated  
Trained

### Creative Skills

Acted  
Completed  
Conceptualized  
Constructed  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Produced  
Planned  
Revitalized  
Shaped  
Structured



# Résumé Template

Please use this template as a guide for your résumé. Include only the sections that are applicable to your experience.

## NAME

City, State (*optional*) | Personal/Professional Email | Phone

## EDUCATION

Name of School, City, State

Graduation month year

Type of Degree, What the degree is in (add minor if applicable)

Add GPA if 3.0 or above

If applicable, include study abroad experience

## HONORS/AWARDS

This section is relevant if you gained multiple honors/awards throughout your time in college.

## RELEVANT COURSEWORK (*optional section*)

## WORK EXPERIENCE

Name of Company or Organization, City, State

Date (month year to month year)

Job Title

If you are still working: month year to Present

- List 3-5 bullet points describing your job responsibilities
- Make sure that each bullet point is detailed and thorough, and that it highlights any skill sets you obtained while working in this position
- If this is a current position, be sure to write the responsibilities in present tense; for past positions, write in past tense
- Within each section, make sure experiences are listed in reverse chronological order (most current at the top)
- Remember to use an action word to start each bullet point

## INTERNSHIP EXPERIENCE

Name of Company or Organization, City, State

Date (month year to month year)

Job Title

- Set this section up the same as you would your work experience section- internships are very important and often serve as the most relevant work experience for current students & recent grads

## VOLUNTEER

List your volunteer experiences in bullet point format. Include organization names and dates.

## EXTRACURRICULAR ACTIVITIES

Include organization name and dates. Make sure to spell out the name of the club/organization.

## LEADERSHIP EXPERIENCE

Always include organization name, your title, and dates. You can also include a bullet point or two about your responsibilities.

## SKILLS (Can be listed as "SKILLS/CERTIFICATIONS" if applicable)

This should include hard skills that are specific and/or measurable such as foreign language proficiency/fluency, computer programs, and social media platforms. If you are certified in any hard skills, you can include it here too.



# Sample Résumé

## GRIFFY GRIFFIN

New York, NY | ggriffin@geemail.com | (212) 555-5555 | <https://www.linkedin.com/in/griffygriffin>

### EDUCATION

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**Marymount Manhattan College**, New York, NY

Anticipated May 2021

*Bachelor of Arts in Business Administration; Leadership Concentration*

GPA: 3.4

### WORK EXPERIENCE

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**Dolphin Restaurant**, Yonkers, NY

July 2019 – Present

*Host*

- Greet guests and manage seating arrangements in high-volume restaurant
- Set up and organize events for broad populations of 10 – 200+ customers
- Ensure proper table settings to align with vision of restaurant owner and maintain company brand
- Act as expert for 50+ menu items and advise customers on availability of order modifications
- Maximize restaurant revenue by strategizing best reservation schedules and booking accordingly

**Urban Outfitters**, New York, NY

June 2018 – February 2019

*Sales Associate*

- Built rapport with up to 50 customer daily by serving as subject matter expert for store merchandise, answering inquiries, and addressing concerns
- Maintained cleanliness of store by restocking shelves, organizing inventory, and setting up displays
- Performed retail point-of-sale functions, including price checks, returns, transactions, and SKU searches

**Bantam Day Camp**, Bantam, CT

June 2017 – August 2017

*Camp Counselor*

- Led group of 15 children, ages 8-10, in daily activities, lunches, and field trips
- Planned and executed two events for camp population of 250+ students: Color War and Talent Show
- Ensured health and safety of campers by organizing medication needs and mediating relational conflicts

### LEADERSHIP

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**Marymount Manhattan College Newspaper – *The Monitor***, New York, NY

January 2019 – Present

*Editor-in-Chief*

- Manage daily operations and logistical considerations of newspaper and oversee staff of 14 students
- Proof all articles and blurbs, including editing the layout, content, and formatting for bi-weekly release of 12-page publication

**Marymount Manhattan College**, New York, NY

August 2018 – June 2019

*Resident Assistant*

- Fostered development of relationships among 45 first-year residents
- Advised and counseled students on academic, social, and personal questions and concerns
- Managed administrative duties: budgeting, maintenance, room transfers, incident reports

### SKILLS

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*Technical:* Microsoft Office Suite (Word, PowerPoint, Excel); Adobe Illustrator, Photoshop

*Social Media Platforms:* Facebook, Instagram, Twitter

*Languages:* Bilingual Spanish/English

