



DELAWARE VALLEY UNIVERSITY
CENTER FOR STUDENT PROFESSIONAL DEVELOPMENT

RESUME GENERATOR

A Guide for Creating a Tailored Resume

Spring 2020

Overview of Resources

Sloppy Copy

A tool for capturing all of your professional experiences and qualifications in one place. Don't worry if you don't fill every box. Empty boxes simply show areas you can build up!

Because the sloppy copy is an unedited, untailored, exhaustive list of your experiences, the sloppy copy is **just for you** and not intended for use as your official resume.

The sloppy copy is an ideal resource for students creating a resume for the first time. If you already have a resume, use the sloppy copy sections to ensure you have thought about all possible experiences that could be relevant to your industry or position.

Power Verbs

Use this list of powerful action verbs to ensure your resume bullets communicate a confident, positive message to employers.

This list is also helpful in preventing you from repeating the same verbs.

Resume Sample

Pre-developed, Word resume templates offer only basic guidance with limited ability to make adjustments. As such, they are unlikely to effectively demonstrate your relevant experiences to employers.

The most effective resumes are formatted and organized strategically. The Resume Sample provides a detailed example of proper resume formatting as well as guidance on effective organization and marketing.

Tailoring Tool

To stand out, your resume must be tailored to every position. After creating a resume draft, use the Tailoring Tool to match your experiences to a position's qualifications and to organize your resume strategically and effectively.

EDUCATION AND TRAINING

COLLEGE NAME

CITY, ST

ANTICIPATED GRADUATION
(Month Year)

Degree: _____ Example: "Bachelor of Science" or "Associate of Arts"

Relevant Courses or Research:

Name of Course(s)

Brief description of activities performed in class:

Example: Participated in a semester-long group project to research the impact of pollution on local wildlife

- _____ : _____
- _____ : _____
- _____ : _____

College Awards/Accomplishments:

- _____ : _____
Name of Award Criteria of Award

PREVIOUS COLLEGE NAME (If applicable)

CITY, ST

GRADUATION/DATES ATTENDED
(Month Year)

Degree Completed (list # of credits completed if degree was not awarded): _____

CERTIFICATIONS?

ORGANIZATION/AWARDED BY?

DATE RECEIVED/EXPIRATION
(Month Year)

WORK / INTERNSHIP EXPERIENCE

ORGANIZATION NAME

CITY, ST

DATES OF EMPLOYMENT
(Month Year – Month Year)

POSITION TITLE

Actions/Accomplishments (at least 2 per experience):

Example: Created a marketing campaign to improve communication with constituents, leading to a 15% increase in web engagement

- _____
Power Verb Specific Details (Addresses **Who, What, Where, When or How**) Results/Purpose/Impact (Commonly Addresses **Why**)
- _____
Power Verb Specific Details (Addresses **Who, What, Where, When or How**) Results/Purpose/Impact (Commonly Addresses **Why**)
- _____
Power Verb Specific Details (Addresses **Who, What, Where, When or How**) Results/Purpose/Impact (Commonly Addresses **Why**)

ORGANIZATION NAME

CITY, ST

DATES OF EMPLOYMENT
(Month Year – Month Year)

POSITION TITLE

Actions/Accomplishments (at least 2 per experience):

- _____
Power Verb Specific Details (Addresses **Who, What, Where, When or How**) Results/Purpose/Impact (Commonly Addresses **Why**)
- _____
Power Verb Specific Details (Addresses **Who, What, Where, When or How**) Results/Purpose/Impact (Commonly Addresses **Why**)
- _____
Power Verb Specific Details (Addresses **Who, What, Where, When or How**) Results/Purpose/Impact (Commonly Addresses **Why**)



CLUBS / ORGANIZATIONS / CAMPUS INVOLVEMENT

CLUB/ORGANIZATION (Include name of University if applicable)

CITY, ST

DATES OF INVOLVEMENT

(Month Year – Month Year)

POSITION TITLE

Actions/Accomplishments (at least 2 per experience):

Example: Organized a week-long training program for 10 new club members, resulting in a 15% increase in member engagement

- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)
- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)

CLUB/ORGANIZATION (Include name of University as applicable)

CITY, ST

DATES OF INVOLVEMENT

(Month Year – Month Year)

POSITION TITLE

Actions/Accomplishments (at least 2 per experience):

- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)
- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)

COMMUNITY & VOLUNTEER EXPERIENCE

ORGANIZATION

CITY, ST

DATES OF INVOLVEMENT

(Month Year – Month Year)

POSITION TITLE

Actions/Accomplishments (at least 2 per experience):

Example: Partnered with support staff to provide a comprehensive after-school program to 30 at-risk primary school students engagement

- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)
- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)
- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)

ADDITIONAL EXPERIENCE

(JOB SHADOWS / CONFERENCES / PRESENTATIONS / CERTIFICATIONS)

EXPERIENCE/TITLE

CITY, ST

DATE(S)

(Month Year)

Actions/Accomplishments (at least 2 per experience):

Example: Coordinated weekly schedules for eight employees to maintain 24-hour office coverage

- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)
- Power Verb

Specific Details (Addresses **Who, What, Where, When or How**)

Results/Purpose/Impact (Commonly Addresses **Why**)



POWER VERBS

Analytical/Analysis

Example: Evaluated the reaction of iron oxide and aluminum as part of a semester-long undergraduate research project

Analyzed	Computed	Deliberated	Examined	Measured	Rated	Synthesized
Appraised	Conceptualized	Determined	Forecasted	Negotiated	Recommended	Validated
Ascertained	Concluded	Devised	Formulated	Prescribed	Researched	Verified
Assessed	Confirmed	Diagnosed	Integrated	Prioritized	Reviewed	
Compared	Critiqued	Estimated	Investigated	Projected	Studied	
Compiled	Deciphered	Evaluated	Justified	Questioned	Substantiated	

Career Management

Example: Shadowed two veterinarians, resulting in a greater awareness of the field and potential animal-focused career paths

Advocated	Correlated	Explored	Navigated	Participated in	Related	Synthesized
Articulated	Developed	Identified	Networked	Processed	Shadowed	Visited
Connected	Experienced	Interacted	Observed	Reflected on	Strengthened	Witnessed

Creativity

Example: Designed a comprehensive social media campaign for the company's Instagram, Facebook and LinkedIn accounts

Acted	Constructed	Directed	Envisioned	Illustrated	Modified	Produced
Brainstormed	Designed	Displayed	Fabricated	Imagined	Originated	Shaped
Composed	Developed	Engineered	Generated	Invented	Performed	Visualized
Conceptualized						

Critical Thinking/Problem Solving

Example: Handled 20-35 customer calls per shift regarding coverage changes, renewal rates and billing procedures

Administered	Customized	Extracted	Invented	Proofed	Rejuvenated	Shipped
Aided	Debugged	Finalized	Labored	Prospected	Relieved	Sold
Alleviated	Displayed	Forwarded	Lightened	Proved	Remedied	Solicited
Ameliorated	Distributed	Fulfilled	Merchandised	Reconciled	Remodeled	Solved
Augmented	Eased	Generated	Operated	Rectified	Repaired	Stocked
Carried Out	Elevated	Handled	Performed	Reduced	Restored	Streamlined
Collected	Enlarged	Identified	Polished	Refined	Retrieved	Strengthened
Completed	Entered	Input	Processed	Reformed	Revitalized	Supplemented
Conducted	Exercised	Installed	Procured	Rehabilitated	Revived	Transacted
Counseled	Extended	Interceded	Produced	Reinforced	Settled	Transformed

Digital Technology

Example: Converted from COBAL to JAVA in order to increase compatibility with current systems

Audited	Computed	Dispatched	Linked	Purchased	Replicated	Tested
Budgeted	Converted	Enumerated	Mapped	Quantified	Requisitioned	Ticketed
Built	Corrected	Functionalized	Mechanized	Rebooted	Restored	Toggled
Bundled	Counted	Initialized	Merged	Reconciled	Retooled	Troubleshoot
Cabled	Debugged	Inspected	Multiplied	Recorded	Routed	Upgraded
Calculated	Decoded	Installed	Optimized	Reduced	Serviced	Validated
Calibrated	Digitized	Integrated	Programmed	Re-engineered	Stabilized	Verified
Checked	Dispensed	Inventoried	Projected	Released	Systematized	Virtualized
Coded	Dispersed	Isolated	Prototyped	Remodeled	Tabulated	Web-enabled

Flexibility/Adaptability

Example: Adjusted feeding schedules and nutrition of dairy cattle based on dietary needs, restrictions and health factors

Acclimated	Adjusted	Amended	Converted	Grew	Modified	Tailored
Accommodated	Altered	Balanced	Evolved	Improvised	Revised	Transitioned
Adapted						

Global/Intercultural Fluency

Example: Engaged in a semester-long study abroad experience in Costa Rica to study the local culture and environment

Advocated	Cultivated	Diversified	Forged	Learned from	Served	Understood
Aided	Demonstrated	Enriched	Interacted with	Partnered	Studied abroad	Valued
Collaborated	Developed	Explored	Joined	Respected	Supported	

Leadership

Example: Trained 20+ new employees in customer service policies over a two-year period

Administered	Chaired	Educated	Envisioned	Instructed	Motivated	Stimulated
Advised	Changed	Elected	Facilitated	Interviewed	Officiated	Strengthened
Allocated	Coached	Employed	Fostered	Involved	Originated	Supervised
Allowed	Conducted	Empowered	Founded	Judged	Pioneered	Trained
Appointed	Created	Enabled	Guided	Led	Promoted	Transformed
Approved	Delegated	Encouraged	Hired	Managed	Raised	Visualized
Assigned	Designated	Endorsed	Influenced	Mentored	Recruited	
Assumed	Designed	Enhanced	Initiated	Moderated	Set Goals	
Authorized	Directed	Enlisted	Inspired	Monitored	Spearheaded	

POWER VERBS

Management

Example: Supervised and coached 15 new employers on communication and sales strategies during a 2-year period

Assigned	Corrected	Explored	Instituted	Measured	Prohibited	Screened
Authorized	Delegated	Graded	Judged	Modified	Recruited	Set
Coached	Developed	Implemented	Led	Monitored	Regulated	Supervised
Compared	Discovered	Indexed	Maintained	Overhauled	Reviewed	Supplied
Controlled	Established	Inspected	Managed	Oversaw	Revised	Trained
Coordinated	Evaluated					

Oral/Written Communication

Example: Presented to 15-25 transfer students on a weekly basis concerning university policies

Acted	Composed	Educated	Interpreted	Presented	Sold	Taught
Adapted	Consulted	Explained	Interviewed	Publicized	Spoke	Translated
Addressed	Corresponded	Greeted	Lectured	Recorded	Substantiated	Transmitted
Arbitrated	Critiqued	Highlighted	Marketed	Referred	Suggested	Welcomed
Authorized	Deliberated	Illustrated	Mediated	Reinforced	Summarized	Wrote
Briefed	Demonstrated	Indicated	Moderated	Related	Surveyed	
Clarified	Drafted	Informed	Negotiated	Reported	Synthesized	
Communicated	Edited	Instructed	Persuaded	Represented	Systematized	

Organization

Example: Coordinated weekly schedules for eight employees to maintain 24-hour office coverage

Adjusted	Calculated	Compiled	Designed	Linked	Processed	Scheduled
Allocated	Cataloged	Consolidated	Examined	Logged	Procured	Selected
Arranged	Centralized	Coordinated	Implemented	Mapped	Programmed	Simplified
Assembled	Charted	Correlated	Incorporated	Orchestrated	Recorded	Systematized
Assessed	Classified	Customized	Indexed	Organized	Regulated	Tabulated
Budgeted	Collected	Designated	Inventoried	Planned	Routed	Tracked

Planning

Example: Organized a week-long training program for new club members, resulting in a 15% increase in member engagement

Administered	Chaired	Developed	Formulated	Moderated	Prepared	Revised
Anticipated	Commissioned	Devised	Guided	Observed	Prioritized	Strategized
Assembled	Coordinated	Evaluated	Identified	Organized	Researched	Studied
Assessed	Determined	Forecasted	Implemented	Planned	Reserved	Tailored

Professionalism/Work Ethic/Initiative

Example: Created a marketing campaign to improve communication with constituents, leading to a 15% increase in web engagement

Accelerated	Boosted	Enhanced	Implemented	Launched	Pioneered	Upgraded
Accomplished	Built	Enriched	Improved	Minimized	Revamped	Managed
Achieved	Coordinated	Established	Increased	Mobilized	Revised	Professionalized
Acquired	Coached	Evaluated	Initiated	Modernized	Spearheaded	Repaired
Advanced	Created	Expanded	Innovated	Modified	Stimulated	Resolved
Arranged	Dedicated	Expedited	Inspired	Multiplied	Suggested	Reviewed
Awarded	Demonstrated	Formalized	Introduced	Overhauled	Updated	Streamlined
Bolstered	Developed					

Results-Driven

Example: Increased student participation in campus-wide initiatives and events by 25% over a six-month period

Accomplished	Built	Demonstrated	Extended	Increased	Minimized	Produced
Achieved	Combined	Earned	Finalized	Innovated	Modernized	Reduced
Added	Completed	Eliminated	Fulfilled	Integrated	Obtained	Rejuvenated
Advanced	Constructed	Ensured	Gained	Introduced	Opened	Renovated
Attained	Contributed	Excelled	Generated	Invented	Orchestrated	Restored
Augmented	Decreased	Expanded	Grew	Joined	Overcame	Targeted
Boosted	Delivered	Expedited	Improved	Launched	Prevailed	Uncovered

Teamwork/Collaboration

Example: Partnered with support staff to provide a comprehensive after-school program to 30 at-risk primary school students

Advised	Bolstered	Cultivated	Forged	Modeled	Relieved	Supplemented
Advocated	Coached	Diversified	Fostered	Participated	Represented	Supported
Aided	Collaborated	Educated	Helped	Partnered	Rescued	Teamed
Alleviated	Contributed	Enabled	Interceded	Protected	Resolved	Tutored
Assisted	Cooperated	Enhanced	Joined	Provided	Saved	United
Assured	Counseled	Enriched	Mediated	Rehabilitated	Served	Volunteered
Balanced						

Resume Sample

FORMATTING FYI: Avoid generic Word templates. They limit options and may not organize your experiences effectively for each position.

Use **bold**, *italics* and underlines strategically to highlight important information and break up sections.

You do not need to list a street address, but be sure to include your city and state.

NAME

Your name should be 14-16 point font size.

List your phone number and a professional email. Be sure your voicemail is not full.

Email
Phone

City, ST

QUALIFICATIONS SUMMARY

Adjective and noun to describe you with the following qualifications:

- List relevant skills/experiences here
- List relevant skills/experiences here
- List relevant skills/experiences here

The **Qualifications Summary** is a **snap-shot** summary of the **most relevant skills/experiences for each job**, designed to encourage the employer to read on.

It can be bulleted or paragraph form.

Use keywords (verbs and duties listed multiple times on the job description).

EDUCATION

Delaware Valley University - Doylestown, PA
Bachelor of Science/Arts in Major

Anticipated Graduation: Month, Year

Relevant Coursework:

Course Name: Activities performed in class

List **GPA of 3.0 or above**.

Include **2-3 college-level classes** that pertain to the job you are pursuing and describe each in one sentence.

Align dates down the page. List experience from **most recent to oldest within each section**.

RELEVANT EXPERIENCE

Organization Name - City, ST
Title

- Accomplishment statement that starts with a power verb
- Accomplishment statement that starts with new verbs
- Accomplishment statement that starts with new verbs

Dates - Dates

Group your most relevant experiences into the first section as "Relevant Experience" or other descriptor (i.e. "Animal Care Experience", "Marketing Experience")

Clubs and volunteer work can be included here if related to the position.

Organization Name - City, ST
Title

- Accomplishment statement that starts with a power verb
- Accomplishment statement that starts with new verbs
- Accomplishment statement that starts with new verbs

Dates - Dates

Explain responsibilities with **bullets that start with power verbs**. Use **present tense** for current positions. Use **past tense** for past positions.

Quantify and explain each bullet by covering "how" and "why" your actions were important.

LEADERSHIP EXPERIENCE

Organization Name - City, ST
Title

- Accomplishment statement that starts with a power verb
- Accomplishment statement that starts with new verbs
- Accomplishment statement that starts with new verbs

Dates - Dates

Find keywords and qualifications from the job description to group your experiences into the most important skills for the job. Use these keywords for your section headers.

Do not list the same experience under multiple sections.

Limit "ALL CAPS" to headings.

ADDITIONAL EXPERIENCE

Organization Name - City, ST
Title

- Accomplishment statement that starts with a power verb
- Accomplishment statement that starts with new verbs
- Accomplishment statement that starts with new verbs

Dates - Dates

Experiences (i.e. volunteer work, clubs, jobs) that are valuable but not as relevant as other positions can be grouped into an "Additional Experience" section.

You may **include clubs, sports, and other activities** that are relevant to the position. **Personal hobbies are typically not listed.**

Font FYI:

Font style should be consistent throughout the resume. Arial, Calibri & Times New Roman are the most widely-accepted fonts. Keep font size consistent within the resume body and between 10.5 and 12.

Set margins between .5" - 1" on all sides. It is best to keep your resume to one page, but there are exceptions such as **federal resumes, which may be 3 or more pages.**



/ /

Qualifications Summary

Education

Anticipated Graduation:

Relevant Coursework:

Work Experience

Volunteer Experience

Community and Campus Involvement

Tailoring Tool

Step 1 - Qualification Catch

Capture the 1-3 most important qualifications listed on the job description by writing one in each of the "Qualification" boxes below.

TIP: The most important qualifications are often listed multiples times in the job description. Examples may be skills such as leadership, oral and written communication, teamwork, or animal handling experience.

No Job Description? Use www.onetonline.org to look up possible jobs or industries. Capture the qualifications that are most important for a position you hope to have one day.

Qualification Boxes

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Related Experiences

Step 2- Experience Match

Using experiences **only once**, list any activities, clubs, jobs, internship, etc. you have participated in that most relate to each qualification.

Step 3 - Tailor Your Resume

To tailor your resume effectively for the position you want, group experiences on your resume as you have done above, using the qualifications as potential headers (i.e. Leadership Experience).


Any jobs, activities, clubs, etc. that were not captured above can be listed under an "Additional Experience" section or potentially omitted from the resume.

Examples

Qualifications Summary Example

Qualifications Summary
Adjective and noun to describe you with X years of experience in:

- List relevant skills/experiences here
- List relevant skills/experiences here
- List relevant skills/experiences here



SUMMARY OF QUALIFICATIONS:

Delaware Valley University Business major with 2 years of experience in:

- **Management:** Shift lead for 6 months in retail setting
- **Teamwork:** Member of 2 collegiate sports teams
- **Verbal Communication:** Completed Speech course with 3.5 final grade

Resume Tailoring Example

Deborah DelVal
700 East Butler Avenue
Doylestown, PA 18901

LEADERSHIP EXPERIENCE
Delaware Valley University Lacrosse Team— Delaware Valley University, PA Jan. 2016 – Present
Member
• Accomplishment statement, starting with a verb

RELEVANT EXPERIENCE
Delaware Valley University Lacrosse Team— Delaware Valley University, PA Jan. 2016 – Present
Member
• Accomplishment statement, starting with a verb

COMMUNITY AND CAMPUS INVOLVEMENT
Delaware Valley University Lacrosse Team— Delaware Valley University, PA Jan. 2016 – Present
Member
• Accomplishment statement, starting with a verb

COLLABORATION AND TEAM EXPERIENCE
Delaware Valley University Lacrosse Team— Delaware Valley University, PA Jan. 2016 – Present
Member
• Accomplishment statement, starting with a verb

Bullet Example: Action/Accomplishment Statement

Actions/Accomplishments (at least 2 per experience):

•	Power Verb	Specific Details (Addresses Who, What, Where, When or How	Results/Purpose/Impact (Commonly Addresses Why)
•	Power Verb	Specific Details (Addresses Who, What, Where, When or How	Results/Purpose/Impact (Commonly Addresses Why)



- Trained 20+ new employees in customer service policies over a two-year period, resulting in 10% increase in new hire retention
- Adjusted feeding schedules and nutrition of dairy cattle based on dietary needs, restrictions and health
- Increased student participation in campus-wide initiatives and events by 25% over a six-month period