



DELAWARE VALLEY UNIVERSITY
CENTER FOR STUDENT PROFESSIONAL DEVELOPMENT

RESUME GENERATOR

A Guide for Crafting a Tailored Resume

2022-2023

Overview of Resources

Sloppy Copy

- A document for brainstorming, capturing, and organizing *all* your professional experiences and qualifications in one place. As an unedited, untailored, exhaustive list of your experiences, **the Sloppy Copy is intended just for you** and should not be shared with prospective employers as your official resume.
- This is an ideal resource for students who don't yet have a resume as well as for students who have a resume that has not been kept up to date over time.
- Don't worry if you don't fill out every Sloppy Copy box. Empty boxes highlight areas you can build up during your time at DelVal.

POWER VERBS

- A list of action words to ensure you confidently communicate your Responsibilities and Accomplishments to prospective employers. This list can also help you diversify your resume language: **Begin each new sentence with a different Power Verb.**

Resume Sample

- A generic resume example to help you format and organize your first resume draft or update an existing resume.
- The most impactful resumes are formatted and organized strategically. **The CSPD Resume Sample highlights modern best practices for resume formatting and organization without limiting your ability to adjust content and implement your own style choices.** Students are cautioned against using pre-developed, Microsoft Word templates to craft their resumes. These templates are challenging to personalize/adjust and are unlikely to effectively demonstrate your relevant experiences to employers.

TAILORING TOOL

- A strategy for tailoring your resume to a given position so you **stand out as a candidate.** Use the Tailoring Tool to match your experiences to the qualifications identified in each job/internship posting to which you plan to apply.
- Repeat this step every time you apply to a new position to be sure you are marketing your DelVal story effectively to prospective employers.

EDUCATION AND TRAINING

CURRENT COLLEGE

City, State

Anticipated Graduation
(Month Year)

Degree: _____ of _____, _____
Bachelor / Associate Arts / Science Specific Major / Program

Relevant Courses or Research:

- _____ : _____
Name of Course Brief description of activities performed in class:
- _____ : _____
Name of Course Brief description of activities performed in class:
- _____ : _____
Name of Course Brief description of activities performed in class:

Academic Awards or Special Accomplishments

- _____ : _____
Name of Award Criteria of Award

PREVIOUS COLLEGE (If applicable)

City, State

Graduation/Dates Attended
(Month Year)

Degree: _____ of _____, _____
Bachelor / Associate Arts / Science Specific Major / Program

Or # of credits completed if no degree earned: _____

TRAINING/CERTIFICATION (If applicable)

Certifying Organization

Date Received / Expiration Date
(Month Year)

WORK / INTERNSHIP EXPERIENCE

ORGANIZATION NAME

City, State

Employment Dates

(Month Year – Month Year)

Position Title

Summary of Responsibilities (a brief description of your overall duties; begin each new sentence with a power verb):

- _____
Power Verb + Detail
- _____
Power Verb + Detail
- _____
Power Verb + Detail

Actions/Accomplishments (something special you achieved; try to identify at least 2 per experience):

- _____
Power Verb *Result/Outcome/Impact* *Supportive Detail*
- _____
Power Verb *Result/Outcome/Impact* *Supportive Detail*
- _____
Power Verb *Result/Outcome/Impact* *Supportive Detail*

ORGANIZATION NAME

City, State

Employment Dates

(Month Year – Month Year)

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Actions/Accomplishments (something special you achieved; try to identify at least 2 per experience):

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Power Verb *Result/Outcome/Impact* *Supportive Detail*
- _____
Power Verb *Result/Outcome/Impact* *Supportive Detail*
- _____
Power Verb *Result/Outcome/Impact* *Supportive Detail*

CLUBS / ORGANIZATIONS / CAMPUS INVOLVEMENT

CLUB/ORGANIZATION (Include name of University if applicable)

City, State

Dates of Involvement
(Month Year – Month Year)

Position Title

Summary of Responsibilities (a brief description of your overall duties; begin each new sentence with a power verb):

- _____
Power Verb + Detail
- _____
Power Verb + Detail
- _____
Power Verb + Detail

Actions/Accomplishments (at least 2 per experience):

- | | | |
|------------------------------|------------------------------|--------------------------|
| • _____
<i>Power Verb</i> | _____ | _____ |
| | <i>Result/Outcome/Impact</i> | <i>Supportive Detail</i> |
| • _____
<i>Power Verb</i> | _____ | _____ |
| | <i>Result/Outcome/Impact</i> | <i>Supportive Detail</i> |
| • _____
<i>Power Verb</i> | _____ | _____ |
| | <i>Result/Outcome/Impact</i> | <i>Supportive Detail</i> |

CLUB/ORGANIZATION (Include name of University if applicable)

City, State

Dates of Involvement
(Month Year – Month Year)

Position Title

Summary of Responsibilities (a brief description of your overall duties; begin each new sentence with a power verb):

- _____
Power Verb + Detail
- _____
Power Verb + Detail
- _____
Power Verb + Detail

Actions/Accomplishments (at least 2 per experience):

- | | | |
|------------------------------|------------------------------|--------------------------|
| • _____
<i>Power Verb</i> | _____ | _____ |
| | <i>Result/Outcome/Impact</i> | <i>Supportive Detail</i> |
| • _____
<i>Power Verb</i> | _____ | _____ |
| | <i>Result/Outcome/Impact</i> | <i>Supportive Detail</i> |
| • _____
<i>Power Verb</i> | _____ | _____ |
| | <i>Result/Outcome/Impact</i> | <i>Supportive Detail</i> |

COMMUNITY & VOLUNTEER EXPERIENCE

ORGANIZATION

City, State

Dates of Involvement

(Month Year – Month Year)

Position Title

Summary of Responsibilities (a brief description of your overall duties; begin each new sentence with a power verb):

- _____
Power Verb + Detail
- _____
Power Verb + Detail
- _____
Power Verb + Detail

Actions/Accomplishments (at least 2 per experience):

- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*
- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*
- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*

ORGANIZATION

City, State

Dates of Involvement

(Month Year – Month Year)

Position Title

Summary of Responsibilities (a brief description of your overall duties; begin each new sentence with a power verb):

- _____
Power Verb + Detail
- _____
Power Verb + Detail
- _____
Power Verb + Detail

Actions/Accomplishments (at least 2 per experience):

- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*
- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*
- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*

ADDITIONAL EXPERIENCE

(JOB SHADOWS / CONFERENCES / PRESENTATIONS / CERTIFICATIONS)

EXPERIENCE/TITLE

City, State

Date(s)

(Month Year)

Summary of Responsibilities (a brief description of your overall duties; begin each new sentence with a power verb):

- _____
Power Verb + Detail
- _____
Power Verb + Detail
- _____
Power Verb + Detail

Actions/Accomplishments (at least 2 per experience):

- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*
- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*
- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*

EXPERIENCE/TITLE

City, State

Date(s)

(Month Year)

Summary of Responsibilities (a brief description of your overall duties; begin each new sentence with a power verb):

- _____
Power Verb + Detail
- _____
Power Verb + Detail
- _____
Power Verb + Detail

Actions/Accomplishments (at least 2 per experience):

- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*
- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*
- _____ *Power Verb* _____ *Result/Outcome/Impact* _____ *Supportive Detail*

POWER VERBS

Analytical/Analysis

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

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

Creativity

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

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

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

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

Global/Intercultural Fluency

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

Leadership

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

POWER VERBS

Management

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

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
Authored	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

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	Designed	Inventoried	Planned	Routed	Tracked

Planning

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

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

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

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 Microsoft Word templates. They limit options and may not organize your experiences effectively. 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.

Use 14–16-point font size for your name.

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

YOUR NAME

City, State

Email
Phone

QUALIFICATIONS SUMMARY

- Relevant key skills/experiences
- Relevant key skills/experiences
- Relevant key skills/experiences

Most suitable for seniors/students who have completed their E360 requirement, The Qualifications Summary is a high-level snapshot of your **most relevant skills & experiences** designed to encourage an employer to read on. This section should be **tailored to each new position**. It can be bulleted or paragraph form. Infuse with keywords for greatest impact.

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.

EDUCATION

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

Relevant Coursework:

- Course Name: Description
- Course Name: Description

Identify 2 or 3 courses **relevant** to your career goal/the position you want to apply to. Consider including experiential courses with labs, projects, or special assignments you feel proud about having completed.

Anticipated Graduation: Month, Year
GPA:

RELEVANT EXPERIENCE

Organization Name - City, State

Title - Summary of Responsibilities (Power Verb + Description)

- Accomplishment (Power Verb + Result/Impact + Description)
- Accomplishment (Power Verb + Result/Impact + Description)
- Accomplishment (Power Verb + Result/Impact + Description)

Write 3 to 5 statements in paragraph form that summarize your day-to-day responsibilities. Begin each statement **with a past tense power verb** followed by a brief description. This provides context for prospective employees. Ex – Sanitized 25 small animal cages every shift.

Dates - Dates

Organization Name - City, State

Title - Summary of Responsibilities (Power Verb + Description)

- Accomplishment (Power Verb + Result/Impact + Description)
- Accomplishment (Power Verb + Result/Impact + Description)
- Accomplishment (Power Verb + Result/Impact + Description)

Using bullets, list at least 2 to 3 accomplishments. Begin each accomplishment **with a past tense power verb** and lead with your result/impact/outcome followed by supportive detail (HOW and/or WHY). Ex – Named “intern of the semester” for providing five-star customer service.

LEADERSHIP EXPERIENCE

Organization Name - City, State

Title - Summary of Responsibilities (Power Verb + Description)

- Accomplishment (Power Verb + Result/Impact + Description)
- Accomplishment (Power Verb + Result/Impact + Description)
- Accomplishment (Power Verb + Result/Impact + Description)

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.

Dates - Dates

ADDITIONAL EXPERIENCE

Organization Name - City, State

Title - Summary of Responsibilities (Power Verb + Description)

- Accomplishment (Power Verb + Result/Impact + Description)
- Accomplishment (Power Verb + Result/Impact + Description)
- Accomplishment (Power Verb + Result/Impact + Description)

Experiences (i.e. volunteer work, clubs, jobs) that are valuable but less relevant than other experiences 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.**

Dates - Dates

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.**

Resume Sample

YOUR NAME

City, State | Email | Phone

QUALIFICATIONS SUMMARY

- Relevant key skill/experience (tailor to the position you want)
- Ex - 3 Years' small animal lab experience
- Ex - Certified by Red Cross in CPR and First Aid
- Ex - Marketing Software Proficiencies: Constant Contact, MailChimp, HootSuite

EDUCATION

Delaware Valley University - Doylestown, PA Anticipated Graduation: Month, Year
Bachelor of Science/Arts, Major Name GPA: Ex: May 2024
Ex- Bachelor of Science, Business Administration: Marketing
Minor: Media and Communication

Relevant Coursework:

- Course Name: Activities performed in class
- Ex: Animal Anatomy and Physiology: Studied functions of mammalian bodies with special emphasis on domestic animals; Completed 40+ lab hours.

RELEVANT EXPERIENCE

Organization Name - City, State Dates - Dates
Title - Summary of Responsibilities (Power Verb + Description) Ex: May 2021 - May 2022
Ex: Equine Teen Instructor - Led campers, ages 12-15, through daily equine instruction activities during 8-week therapeutic summer program. Communicated with senior staff about camper needs and progress. Supported daily stable management and horse care after camp hours.

- Accomplishment statement (Power Verb + Result/Impact + Description)
- Ex: Earned sales intern "Team Captain" title 3 weeks straight for making the most calls.
- Ex: Developed a new eCommerce website that enabled growing horticulture business to reduce plant waste.
- Ex: Improved animal adoption process; Wrote a communication plan with timeline and corresponding action items.

Organization Name - City, State Dates - Dates
Title - Summary of Responsibilities (Power Verb + Description)

- Accomplishment statement (Power Verb + Result/Impact + Description)
- Accomplishment statement (Power Verb + Result/Impact + Description)

LEADERSHIP EXPERIENCE

Organization Name - City, State Dates - Dates
Title - Summary of Responsibilities (Power Verb + Description)

- Accomplishment statement (Power Verb + Result/Impact + Description)
- Accomplishment statement (Power Verb + Result/Impact + Description)

ADDITIONAL EXPERIENCE

Organization Name - City, State Dates - Dates
Title - Summary of Responsibilities (Power Verb + Description)

- Accomplishment statement (Power Verb + Result/Impact + Description)
- Accomplishment statement (Power Verb + Result/Impact + Description)

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.