Loyola Career Development Center

Resume Writing

What is a resume?

Your resume is a marketing document used to highlight your educational background, experience, and skills. Creating a well-crafted and strategic resume is the first step to any successful job or internship search. The goal of your resume is to obtain an interview.

Sections of a Resume

Header: Includes identifying and contact information such as your full name, phone number, and email address, and city/state. *Optional*: social media pages, portfolio, LinkedIn URL.

Education: Includes academic credentials. List name of institution; location (city, state); date of attendance/ graduation; degree title; major(s); minor(s); GPA (if over 3.0); scholastic honors or scholarships, important academic projects; and study abroad experience.

Experience: Includes paid or unpaid internships, volunteer positions, part-time and full-time employment. Substantial academic and/or research projects also may be included under experience. Be sure to detail the name and location of the employer as well as dates of employment. Use action verbs to describe your experience and highlight accomplishments and skills. See the back of this handout for a list of action verbs to help you get started. Your experience should be separated into two or more sections.

Possible heading titles include:

- Related Experience
- Work Experience
- Leadership
- Activities
- Research
- Publications
- Volunteer
- Athletics
- Community Service
- Skills
- Professional Memberships
- Certifications

Tips & Guidelines

• As a general rule, your resume should be limited to 1 page. *Exception*: graduate students or non-traditional students with extensive work experience.

• Your name should stand out by using bold larger font size.

• Select a font and font size that are easy to read. Appropriate fonts include Times, Times New Roman, Arial, Bookman, and Helvetica. Font size should be 10-12 point.

• Use strategic and meaningful action verbs to describe your experience. *See the back of this handout for a list of action verbs.*

• Quantify your descriptions by using detailed numbers and showing results whenever possible. Ask yourself: "How much? How many? How often?" after each job descriptor, and add appropriate details as applicable.

• Order your accomplishments and job descriptions in reverse chronological order. Start with the most recent job and work backward.

• Eliminate unnecessary words. Use the minimum number of words to convey meaning. Words such as "a," "an," and "the" can be cut throughout the resume.

• Consistency is key! Be consistent across sections. For example: dates in the same style and position on the page.

• Target your resume to the industry. Each resume should be tailored to the job description.

• Proofread, proofread, proofread! Your resume should be accurate and free from spelling, grammar, or punctuation errors.

POWERFUL ACTION VERBS

Management
administered
accounted for
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed directed
evaluated
executed
improved
increased
organized
oversaw
prioritized
produced
recommended
reviewed
scheduled
suggested
supervised
transformed

Creative
acted
conceptualized
created
customized
designed
developed directed
established
executed
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
performed
piloted
planned
rehearsed
revitalized
sketched
shaped

Communication
addressed
arranged
authored
convinced
corresponded
developed
directed
drafted
edited
enlisted
expressed
influenced
interpreted
lectured
mediated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Helping
advocated
assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
observed
referred
rehabilitated
represented
supported

Teaching
activated
assembled
built
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Financial
administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched
tabulated

Technical
adapted
advised
applied
assessed clarified
coached
communicated
coordinated
developed
encouraged
evaluated
explained
facilitated
implemented
informed
instructed
persuaded
stimulated
trained
tutored

Results
achieved
accelerated
accomplished
added
advanced
attained
awarded
completed
contributed
decreased
doubled/tripled
effected
eliminated
enlarged
established
exceeded
excelled
expanded
extended
improved
increased
initiated
introduced
launched
lowered costs
mapped
maximized
measured
obtained
pioneered
proved
reduced
re-established
resolved
restored
selected as
stabilized
standardized
succeeded
transformed
trimmed
validated
won

Research
analyzed
calculated
clarified
collected
compared
critiqued
evaluated
examined
extracted
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Organizational
approved
arranged
catalogued
classified
collaborated
collected
compiled
conserved
consolidated
diagramed
distributed
enlisted
executed
expedited
generated
identified
implemented
inspected
integrated
listed
logged
monitored
operated
organized
pinpointed
prepared
revamped
revised
scheduled
specified
streamlined
substituted
systematized
targeted
updated
validated
prioritized
processed
purchased
recorded
reshaped
reorganized

Lillian Guillot

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RELATED EXPERIENCE

The Maroon, Loyola Student Newspaper — New Orleans, LA
Editor-in-Chief — September 2020 - Present

- Manage staff of 20 and oversee budget of $15,000 for daily web and weekly print editions.
- Organize production of newspaper, including copy editing, computer inputting and formatting, pagination, proofreading, and prepress.
- Design original templates and coordinated new methods of production and distribution, increasing distribution from 250 to 750 copies per month.
- Serve as liaison to faculty, administration, student body, and the greater New Orleans community.

Assistant Life & Times Editor, Staff Writer — New Orleans, LA
September 2019 - May 2020

- Wrote at least one story per week on topics such as art, culture, music, major Loyola and/or New Orleans events, and student or alumni accomplishments.
- Provided editorial comments on copy for 5 campus columnists.

Bipartisan Policy Center — Washington D.C.
Immigration Task Force Intern — Summer 2020

- Researched past and pending legislation impacting immigration policy and border security.
- Assisted with development of reports, white papers, and proposals and wrote summaries of task force events for BPC blog.
- Compiled press clips and highlights; drafted media advisories and targeted media lists; created media summaries and statistics for BPC grant proposals.
- Attended weekly lunches with project directors and senior fellows to discuss and debate current political issues and policy.

World Affairs Council of New Orleans — New Orleans, LA
Student Volunteer — October 2017 - May 2018

- Maintained organization's website and social media outlets including Facebook, Twitter, and Pinterest.
- Assisted with event planning and implementation, including identification of guest speakers and promoting events on Tulane and Loyola campuses.

LEADERSHIP

Alpha Chi Omega — New Orleans, LA
Vice President – New Member Education — December 2019 - December 2020

- Ensured each new member felt welcomed and supported on Bid Day and during education period.
- Planned and implemented weekly new member education meetings for 25 women.
- Oversaw planning and execution of off-campus Orientation Retreat for entire chapter of 85 women.

EDUCATION

Loyola University New Orleans — New Orleans, LA
Bachelor of Arts, Honors Program — expected May 2023
Double Major: Political Science and Mass Communication – Journalism Track
GPA: 3.67 | Dean's List

Phillip Des Gravelles

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EDUCATION

Loyola University New Orleans — New Orleans, LA
Bachelor of Science — anticipated Dec. 2022
Major: Biology
GPA: 3.858

- Honors/Awards: Dean's List (5/6 semesters)
  Beta Beta Beta, biological honor society
  Alpha Sigma Nu, honor society of Jesuit higher education institutions
- Service Learning: Served on medical mission to Mexico for one month

RELEVANT COURSEWORK

34 hours of biology, including Cells and Heredity, Anatomy and Physiology, Genetic Analysis
8 hours of chemistry, including Organic I and II
8 hours of physics, including General Physics I and II

PUBLICATIONS AND PRESENTATIONS

L. Thibodaux, R. Landry, and P. Des Gravelles, "The Prevalence of Hypothyroidism in Vegetarian Cultures," The Federation of American Societies of Experimental Biology and Medical Journal, 2013, 59 3965-3999

"Early Signs of Lupus in Mayan Children," presented at national meeting, American Society for Nutritional Sciences, Dallas, Texas, March 2018

RELATED EXPERIENCE

National Institutes of Health — Atlanta, GA
Research Intern — Summer 2017

- Worked side-by-side performing research on Grave's disease with renowned immunologist, Dr. Perry Reardon of Emory University Medical Center
- Attended weekly lectures on medical research topics by internationally respected physicians
- Participated in semi-weekly lunch discussion groups facilitated with other research interns

Touro Infirmary
Emergency Room Medical Assistant

- Assisted with taking histories and vital signs during triage
- Observed physicians during procedures and family consultations
- Transported patients to laboratories, x-ray, and hospital rooms
- Helped stock medical supply inventory

Internal Medicine Specialists — Kenner, LA
Medical Assistant — Summer 2018

- Took blood pressure and temperature of patients
- Transmitted doctors' orders to labs, medial facilities, and vendors
- Set patient appointments and communicated phone messages from patients to physicians

PROFESSIONAL MEMBERSHIPS AND LEADERSHIP

Medical Mission Aid Society, *secretary, member* — Jan. 2018 - Present
Loyola University Health Professionals Organization, *member* — Sep. 2018 - Present

ACTIVITIES

Beggars, social fraternity, *member* — Jan. 2019 - Present
Loyola Intramural Golf, *member* — Sep. 2017 - Present

CERTIFICATIONS

American Heart Association, CPR Certification — Jan. 2016 - Present

Jesse Treble

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EDUCATION

Loyola University New Orleans — New Orleans, LA
Bachelor of Arts, Music Industry Studies — anticipated December 2022
Minor: Business Administration
GPA: 3.858 | Honors/Awards: Dean's List (6 semesters)

RELEVANT COURSEWORK

Venue Management & Talent
Arts & Entertainment Marketing
Buying Arts & Entertainment Management
Box Office Management

EXPERIENCE

Joy Theatre — New Orleans, LA
Box Office Associate — August 2017 - Present

- Design new system for creating seating manifests for events
- Administer all incoming calls and ticket sales requests using Vendini software
- Oversee front-of-house customer service operations, including volunteer ushers
- Prepare reports for all ticket sales and complimentary issuance for audits
- Secured 98% customer satisfaction rating on customer experience surveys

Loyola University College of Music & Fine Arts — New Orleans, LA
Recording Studio Assistant — August 2017 - May 2018

- Created weekly facility usage schedule for 3 campus recording studios
- Assisted Facilities Manager in day-to-day studio operations such as recording, set-up and break-down and equipment inventory
- Researched equipment for studio upgrades

Louisiana Philharmonic Orchestra — New Orleans, LA
Operations Department Intern — May 2017 - August 2017

- Communicated artists' requests and requirements and event information to staff through daily newsletter
- Updated performance and artist records in LPO database
- Created 2017-2018 season calendar and information booklet for musicians and staff
- Collaborated with guest artists and artists managers to arrange travel, accommodations, catering, engagements, schedules and payments

SKILLS

- Software: Ableton Live, Adobe Photoshop & Dreamweaver, MIDI Protocol, Traktor Pro, Vendini, Sabo, and Tix
- Languages: English, Portuguese (Proficient), Spanish (Proficient)
- Sound Board Consoles: Yamaha M7CL, Avid (DigiSign) Venue SC48, Soundcraft VI Series, and Allen & Heath GL System

ADDITIONAL INFORMATION

- Performed as soloist pianist in recitals and with University Jazz Ensemble

Katherine Hughes

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Clinical Research Interests

Adult psychological assessment, psychodynamic psychotherapy, emotional regulation, personality disorders, and post traumatic stress disorder.
Skills: IRB Human Subjects Training, proficient in SPSS
Languages: French (fluent), Spanish (proficient), Arabic (basic)

Education

Loyola University New Orleans | New Orleans, LA May 2021
Bachelor of Science in Psychology
Relevant Coursework: Introduction to Research, Statistics and Methods, Clinical Psychology, Theories of Personality, Physiological Psychology, Cognitive Psychology and Lab

Catholic University of Leuven | Leuven, Belgium Summer 2019
Study Abroad Semester
Relevant Coursework: Religion and Society during the Great War and American Character

Experience

Southeast Louisiana Veterans Health Care System | New Orleans, LA January 2019 - Present
APA accredited clinic working primarily with veterans diagnosed with PTSD
Psychology Practicum Student

- Observe group therapy sessions for patients with combat and non-combat related PTSD.
- Shadow psycho-educational sessions for individuals with issues of anger management and aggression.
- Observe patient intake assessments and practice filling out CAPS (clinician administered PTSD scale).
- Read and discuss weekly literature reviews on post-traumatic stress disorder and U.S. veterans, natural disasters and mental health, and interventions for psychological distress.
- Participate in biweekly psychology didactic in-services on professional identify and development, ethical and professional standards, multicultural competencies, outreach, consultation, and program assessment.
- Attend staff meetings to discuss use of prolonged exposure therapy and cognitive behavior therapy.

Children's Hospital | New Orleans, LA September 2018 - December 2018
Child Life Volunteer

- Provided comfort and support to hospitalized patients and their families.
- Supervised play activities in common playroom and teen lounge.
- Assisted medical staff in organizing special events and projects.

The Trotter Family YMCA | Houston, TX May 2018 - August 2018
Youth Development Camp Counselor

- Facilitated activities and developed daily schedules for 40 children ages 8-9.
- Communicated with parents about participant's experiences and reported concerns to camp leadership.
- Lead weekly field trips and camper activities.

Americorps Louisiana | New Orleans, LA January 2018 - April 2018
Case Manager and Volunteer Crew Leader

- Acted as liaison between disaster relief organizations and homeowners during rebuilding process.
- Trained, supervised, and led crews of student volunteers on residential construction sites.
- Managed inventory for volunteer supplies.