

FAQs

DROP-IN ADVISING

Need More Assistance?

Confused?

Just want a second opinion?

No Appointment Needed!

Stop by Drop-In Hours for Resume or Cover Letter Review

Current Drop-In hours are listed on our website:

www.plu.edu/alumni-student-connections



Alumni & Student Connections
www.plu.edu/alumni-student-connections

Do I need an Objective/Summary/Qualifications section?

These are not recommended. You can highlight skills more effectively in experience blocks.

Do I need to list every single job or experience I've ever had?

No. Your resume should highlight those jobs and experiences that display the qualities the employer is looking for (which you will find in the job description).

Should I use a template from Microsoft Word or another resource?

No. Editing a template is exceptionally difficult, which can make it hard to change/update your resume. Take the time to format your resume using spaces, tabs, bullet points and lines.

How much does my formatting matter?

Formatting is the most subjective part of a resume; make sure it is consistent, clear, and not too text-heavy. Once you have a clear and easy-to-read format, focus on concise content.

How often should I update my resume?

You should be updating your resume frequently so it includes accurate information. However, remember it is very important to tailor your resume to each job for which you are applying. This means you will have different resume for different jobs, each one tailored to the skills of that particular job.

Should I include my high-school education and high school jobs?

Unless you are in your first or second year at PLU, you should not include high-school education institutions where you have studied or earned a degree. Jobs and experiences from high school should be replaced by recent involvement in college. The exception to this is if you are applying to a job that is directly related to experience you gained in high school or earlier. For example, if you are applying for a job at the Red Cross or similar organization, and you volunteered there in high school, you should include that relevant information.

Do I need to list my references at the bottom of the page?

No. If your employer wants your references, they will ask you for them. If you are asked to provide references, they should be on a separate piece of paper from your resume. See our Guide to References handout for more information.

ACTION BASED SKILL VERBS

Planning	Teamwork	Communication	Investigative/Research	Leadership
Arranged	Administered	Advertised	Analyzed	Assembled
Created	Advised	Articulated	Assessed	Communicated
Designed	Approved	Clarified	Calculated	Conducted
Developed	Collaborated	Contacted	Computed	Coordinated
Dispatched	Connected	Corresponded	Created	Counseled
Executed	Consolidated	Delivered	Critiqued	Developed
Facilitated	Co-produced	Encouraged	Diagnosed	Directed
Formulated	Delegated	Endorsed	Discovered	Evaluated
Implemented	Designated	Exchanged	Evaluated	Facilitated
Instituted	Directed	Informed	Experimented	Guided
Monitored	Encouraged	Interpreted	Extracted	Instructed
Operated	Integrated	Messaged	Investigated	Led
Organized	Led	Negotiated	Observed	Maintained
Prepared	Managed	Persuaded	Organized	Managed
Processed	Negotiated	Presented	Projected	Mentored
Reorganized	Networked	Produced	Proved	Organized
Scheduled	Resolved	Solicited	Researched	Oversaw
Solved	Set Goals	Transferred	Reviewed	Reorganized
Systemized	Supervised	Translated	Studied	Supervised
Transformed	Trained	Transmitted	Verified	Taught

Formatting Basics

- Length: one page
- Font size: 10.5-12 pt (using a font that is clear and easy to read)
- Margins: 1/2" - 1" on all sides
- Each section should be in reverse chronological order (most recent listed first)

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Pacific Lutheran University
12180 Park Avenue South, Tacoma, WA 98447-0003

RESUMES

A resume is about skills. Job descriptions typically list several skills and qualifications that are important for a person to have in order to succeed in the position, as determined by the employer. Your resume is a response to a job description. You can mimic the language in the job description to show that you are the right person for the job. Your resume should not highlight everything you have ever done but should highlight experience you have that relates to the skills required for that specific job.

EDUCATION

Education should be at the top of your resume, as it is what you are working on right now and probably is your most relevant experience.

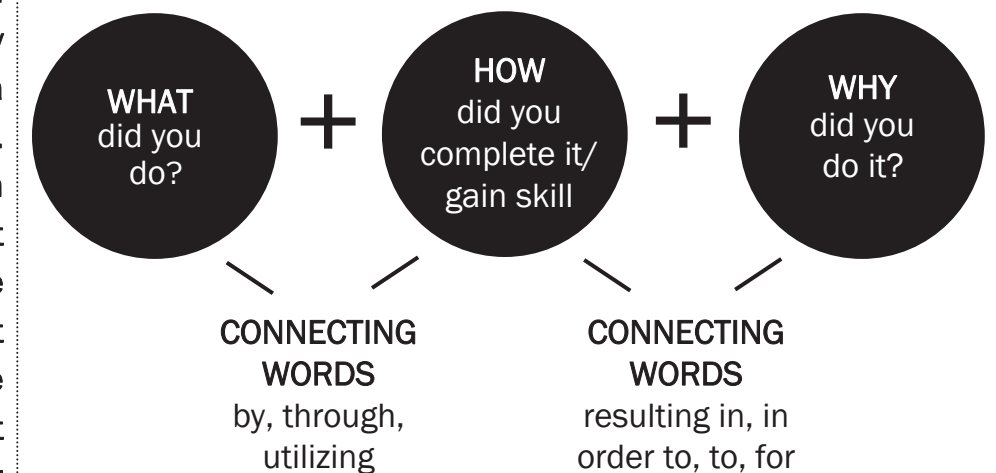
Be sure to fully spell out everything, including the name of the institution (Pacific Lutheran University), the name of your degree (Bachelor of Arts, Bachelor of Science, etc.), and your major(s) and minor(s). Including your GPA is optional. If you have a strong GPA, listing it with your education could strengthen your resume.

EXPERIENCE BLOCKS

Each experience you have is one "experience block." Experience can be just about anything you have completed, including volunteer experience, work experience, student organizations and even projects you have done in class. Each experience block should be formatted the same way and include these five details: (1) organization name, (2) location, (3) your title, (4) dates you were there, (5) accomplishment statements. See the Alumni & Student Connections website if you have questions on formatting.

ACCOMPLISHMENT STATEMENTS

Accomplishment statements are the bullet points that describe the skills you used or gained in each experience block on your resume. Typically, each experience block will have two to four accomplishment statements. This is where you should focus your energy when working on your resume. Here is a formula that can help make your statements strong and meaningful:



Instead of saying, "improved recycling options on campus," think about the **WHAT**, **HOW** and **WHY**.

WHAT: Designed and implemented a recycling program at Pacific Lutheran University (PLU)

HOW: By partnering with campus organizations

WHY: To provide 65 additional recycling containers across campus

Putting all those pieces together, the accomplishment statement would look like this:

"Designed and implemented a recycling program at Pacific Lutheran University (PLU) by partnering with campus organizations to provide 65 recycling containers across campus."

TIPS

- Provide context through examples and numbers to help give your statements more credibility.
- If you are currently doing the activity, use present tense. If you are no longer involved, still include the activity but use past tense.
- Each bullet point can be two to three lines; if it rolls over into a fourth, it might be too long.
- **PROOFREAD!!** No spelling, grammar or punctuation mistakes. Even one could eliminate you as a candidate.



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Firstname Lastname

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EDUCATION:

Pacific Lutheran University, Tacoma, WA **May 20xx**
Bachelor of Arts in Social Work | Peace Corps Prep Certificate

International & Multicultural Engagement: **Spring 20xx**
Trinidad and Tobago, Study Away Program

- Strengthened cultural competency by engaging in conversation with local students, joining clubs, and attending campus activities.
- Studied the culture and society of the Caribbean through classes and immersion into the community by talking to local people.

EXPERIENCE:

PLU Women's Center, Tacoma, WA **June 20xx-Present**
Intern

- Craft and manage the implementation of a \$5,000 grant enabling engagement of 50 university staff, students and faculty at PLU, and 50 students and staff at local middle-school in poster campaign addressing harmful stereotypes.
- Create workshops for PLU students, staff and faculty and adapt workshop for middle-school audience designed to practice addressing microaggressions and managing triggers.
- Partner with local middle school to deliver curriculum in the school setting.
- Fundraised \$3,000 to allow greater Tacoma community free access to a poetry show serving as a catalyst for continued conversation deconstructing harmful stereotypes.

PLU Diversity Center, Tacoma, WA **September 20xx-Present**
Community Advocate

- Proactively and reactively engage PLU community in dialogue and workshops to increase knowledge and create an environment cultivating social justice and equity.
- Collaborate in curriculum development and training of student leaders to equip students to facilitate conversations with peers to further support social justice and equity.

PLU Residential Life, Tacoma, WA **August 20xx-May 20xx**
Resident Assistant

- Served as role model, managed the maintenance of facilities and enforced PLU policy to encourage a safe and welcoming living community.
- Mediated conflicts, provided resources, acted as crisis responder advocating for student's needs.

Peace Community Center, Tacoma, WA **February 20xx-September 20xx**
Counselor

- Mentored and tutored at risk students in math, writing, and leadership over the summer to encourage mastery of practical, invaluable skills so they can be successful learners and leaders.
- Collaborated in curriculum development and served as a substitute teacher for the leadership class, strengthening my understanding of measuring student progress.

PLU Center for Community Engagement and Service, Tacoma, WA **Summer 20xx**
Habitat for Humanity Coordinator

- Recruited volunteers and coordinated trainings for PLU students, staff and faculty to build homes in partnership with those in need.
- Developed a program to ensure sustainability of partnership with Habitat for Humanity.

SKILLS:

Software: Microsoft Office Suite, Adobe Photoshop, InDesign

Languages: Mandarin (native speaker), French (proficient)

Firstname Lastname

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Education

Pacific Lutheran University - Tacoma, WA **Expected 20xx**
Bachelor of Science

Intended Major: **Biology** | Minor: **Chemistry**
Dean's list: Fall 20xx, Spring 20xx, Fall 20xx

Experience

Research Assistant **Summer 20xx**

National Science Foundation, University of Iowa

- Research Experience for Undergraduates funded by the National Science Foundation in Biocom-plexity and High Performance Computing
- Developed a pipeline to find variants between RNA sequence data and the reference genome of honeybees in order to find A-to-I RNA editing sites
- Used genomic analysis tools and perl programming to understand the gene function and orthology of edited sites
- Presented a poster summarizing the discovered editing sites and their functionalities

Teaching Assistant - Introductory Biology **2/20xx-5/20xx**

School of Natural Sciences, Pacific Lutheran University, Tacoma, WA

- Demonstrated professionalism by being knowledgeable about the material and experiments
- Achieved a smooth running lab period by working with the professor resulting in maximal student learning
- Maintained responsibility among peers leading to student confidence during laboratory sessions
- Prepared solutions and materials for laboratory sessions

9/20xx-6/20xx

Barista

Dining Services, Pacific Lutheran University, Tacoma, WA

- Managed detailed drink orders quickly and efficiently by communicating clearly with customers and other employees to ensure smooth transitions and fulfillment of orders
- Managed the cash register while ensuring quality customer service by talking to customers to make sure orders were filled in a timely fashion

Leadership/Involvement **01/20xx-Present**

Secretary

Biology Club

- Prepared notes of weekly meetings in order to provide written details of tasks and events for members
- Organized meetings and reserved rooms ensuring needed space and materials were ready so meetings could be held efficiently

01/20xx-Present

Team Member

Ultimate Frisbee Team, Pacific Lutheran University

- Peer mentored new students to the game of Ultimate Frisbee in order to teach them the rules and code of conduct

Awards/Honors **02/20xx-Present**

Act Six Scholar - Tacoma, WA

Leadership and Development Training - Scholarship

- Seven-month urban leadership and development training with a cadre of five individuals
- One of five full-tuition scholarships to attend Pacific Lutheran University, resulting in over \$200,000 in academic funds