



UNDERGRADUATE
RESUME GUIDE



What type of information should I consider for a resume?

Special attention should be given to academic background, paid and volunteer work or internship opportunities. This is also the opportunity to showcase research projects, extracurricular activities, awards and special skills and awards. After a list is made, organize the information into categories while also tailoring the information specifically to the target industry.

How do I develop bullet points?

The most important information on your resume is the bullet points. These points are used to display skills and experience that you employers are seeking. Developing an ideal bullet point takes time and effort; however there is an easy format to follow.

Action Verb + Core Content + Result, Purpose, or Impact

- **Created** a tutoring/mentoring program for 20 sixth graders
- **Raised** over \$1000 for sophomore class for professional attire
- **Organized** a fall run event that raised over 3,000 for art supplies
- **Developed** a quarterly newsletter for sophomore resident halls

Don't forget to diversify the bullet points and align them with the job description. Make sure you don't repeat yourself even if you have similar experiences across jobs. Focus on a variety of experiences, activities and skills that can display your skills and the connection to the listed job requirements.



A **resume** is a personal marketing tool that may increase your chances of getting an interview. In an interview you will have the opportunity to further explain what skills and knowledge that you can contribute to an organization while also separating yourself from the competition. We hope that this guide assists you in organizing a well-developed, concise and accomplishment focused resume for your career needs.

Some of the sections most used on a college resume are listed below:

-
-
- Education
 - Relevant Coursework
 - Relevant Projects
 - Relevant Research
 - Professional Experience
 - Work Experience
 - Internship Experience
 - Leadership Experience
 - Activities
 - Community Involvement
 - Skills
 - Awards & Honors
 - Certifications
-
-
-
-



**18-24 pt. font for name (bolded)
First and last name**

Single spacing, narrow margins (.5), 10 or 11 pt. for body of resume

Current (or Permanent) mailing address | Phone | Professional e-mail address | LinkedIn address

OBJECTIVE (optional) Seeking (position title) with (type of company or industry), utilizing (skills, at least three)

EDUCATION

Xavier University of Louisiana, New Orleans, LA

Bachelor of Science (Arts) in _____ (major)

Month & Year of Graduation

Minor: _____ | GPA: _____ (if 3.0 or higher)

Month & Year of Completion

Community College (optional)

or (total credits)

High School name, City, State

High School Diploma

College Preparatory

GPA: 3.85



**High School
information is omitted
after freshmen year**

Month & Year of Graduation

RELEVANT COURSEWORK (optional)

(List classes related to career goals and job)

RESEARCH (optional)

Project, Xavier University of Louisiana, New Orleans, LA

Month & Year – Month & Year

- List your accomplishments and what skills were gained
- Use action verbs to integrate transferable skills to explain what you did
- When possible, quantify your experience



Dates should be right justified

EXPERIENCE (list in reverse chronological order)

Position Title/Role

Month & Year – Month & Year

Company/Organization, City, State

- Strongest selling point first! Review job description for relevant skills
- Focus on accomplishments and results, not just job duties
- Provide details of specific responsibilities and the impact on the organization
- Remember to quantify when possible

Position Title/Role

Month & Year – Month & Year

Company/Organization, City, State

- Begin each bullet with a strong action verb
- Be consistent with your verb tense; if it happened in the past, use past tense
- Avoid repetition of verbs and phrases



Capitalized and bolded headings

ACTIVITIES/HONORS/INVOLVEMENT

- Organization (title) only if leadership role held • Scholarship

SKILLS

- Computer skills • Language skills • Industry- Specific skills: (optional)

Micah D. Student

1331 Carson St | 504.540.1244 | chandlerstudent@xula.edu | www.linkedin.com/in/chandlerstudent

OBJECTIVE

Innovative, versatile and creative scholar with the skills and passion to successfully participate in the STEM Scholars internship program

EDUCATION

Xavier University of Louisiana, New Orleans, LA

Bachelor of Science in Biochemistry

May 2021

Minor: Spanish | **GPA:** 3.48

Texas Community College, Houston, TX

May 2018

Dual Enrollment (12 credit hours)

EXPERIENCE

North Oaks OB/GYN Clinic, Houston, TX

Medical Intern

June 2017 - Present

- Assist physician with pre and post operation checkups
- Collect and review data from medical files
- Measure patient blood pressure and pulse
- Use Doppler fetal monitor to detect fetal heart beat
- Meet with more than 25 patients weekly

COMMUNITY SERVICE

STEM NOLA, Xavier University of Louisiana, New Orleans, LA

Volunteer

November 2018 - Present

- Conduct science experiments with children in grades k – 12
- Meet weekly with students to tutor in science related subjects
- Developed activities that increased student knowledge by 25%

Mount Carmel High School, New Orleans, LA

Academic Tutor

October 2018 - November 2018

- Assisted lead teacher with classroom management and clerical duties
- Proofed and corrected English essays for over 25 freshmen students
- Helped students with developing lab reports

CERTIFICATIONS

- Cardiopulmonary Resuscitation (CPR)
- Certified Nursing Assistant (CNA)

February 2018- Present

May 2018 - Present

ACTIVITIES/HONORS/INVOLVEMENT

- Xavier University of Louisiana Academic scholarship • Jack and Jill of America (Regional Teen Officer) • Black Student Union (President)

SKILLS

- Laboratory • Light microscope • Auto analyzer • pH meter • Statistical analysis

Sample Communications Resume

Student Name

Phone Number | Email Address | LinkedIn URL

OBJECTIVE

Seeking position as Event Planner with the Saints Incorporated, offering solid event planning experience, the ability to build positive relationships with multiple stakeholders, and excellent oral and written communication skills

EDUCATION

Bachelor of Arts, Communication GPA: 3.41 May 2019

ACADEMIC PROJECTS

Xavier University of Louisiana New Orleans, LA

Minor: Sociology

Population and Society Spring 2018

- Researched population trends from 2000-2010 within five U.S. cities
- Conducted interviews with city management and compiled statistical data from U.S. Census reports
- Completed 25-page analysis and developed PowerPoint presentation focusing on impact of population growth and reduction on city resources and resident life. New Orleans City Manager's office now uses this report as part of their assessment and implementation strategy for urban development

International Olympic Committee (IOC) Project

- Analyzed breakdown in organizational communication function
- Implemented multiple communication theories to improve organizational efficiency
- Conducted extensive research and interviews in order to present creative strategies
- Compiled full case analysis and enhancement measures in IOC mock training manual
- Presented manual to mock committee and received full approval for all recommendations

RELEVANT EXPERIENCE

Omega Omega Delta Sorority New Orleans, LA

President Fall 2018-Present

- Develop strategic long-term plan for sorority, complete with purpose, goals, and strategy
- Delegate responsibilities and motivated approximately 100 sorority members
- Strengthen favorable relations with other student organizations

Representative Fall 2017-Spring 2018

- Represented sorority at several student organization meetings to strengthen relations
- Promoted sorority events at student organization meetings and distributed handouts

Unity Talent Show

New Orleans, LA

Head Organizer

Fall 2017-Spring 2018

- Coordinated planning of campus-wide event attracting 500-600 people annually
- Financed event by soliciting donations from local businesses, acquiring university funding, and planning and carrying out fundraising projects
- Maintained strict event budget of \$3,000

LANGUAGES

Vietnamese (Conversational) and Spanish (Intermediate)

Sample Athlete Resume

Student Name

Phone Number • Email Address • LinkedIn URL

PROFILE

Third year student-athlete and History/Economics major seeking Museum & Archives Internship at New Orleans Museum of Art. Qualified by a unique blend of research, communication, and analytical skills, as well as the discipline and drive of a Division I athlete.

Summary of Qualifications:

- Ability to quickly and accurately identify key issues when making decisions or solving problems
- Demonstrated leadership, teamwork, and time management skills
- Strong competitor in Division I athletics devoting an average of 30 hours per week to conditioning, practices, meetings, travel and competition while completing a dual major degree program
- Well-developed coaching and team development skills and the ability to effectively communicate strategies while inspiring teammates to achieve goals

EDUCATION

Bachelor of Arts, History and Economics

Xavier University of Louisiana, New Orleans, Louisiana

GPA: 3.6

Expected May 2021

Honors and Awards: Xavier University Athletic Scholarship • Dean's List

Certifications: Microsoft Certified Application Specialist -Excel/Access • Red Cross First Aid • CPR & AED

Notable Coursework: Public Speaking, Statistics, Research Marketing

EXPERIENCE

Camp Counselor/Tennis Coach

Summer 2019

Paradise Palms Sports Camp, Chicago, IL

- Coached four teams of 9-11 year old youth on fundamentals of tennis
- Led 2 teams to championship bracket in competitive play in multi-camp state tournament
- Mentored and counseled 16 pre-teen campers in residential bunk unit

Private Tennis Coach/Swim Instructor

Summers 2018-2019

- Created and implemented weekly lesson plans for a range of age and skill groups
- Build business of 16 regular clients through networking and referrals

Volunteer Coach/Mentor

Summer 2019

NORDC Sports Camp, New Orleans, LA

- Worked with inner-city youth to enhance life-skills, confidence, belonging, and self-esteem through individual and team sports

LEADERSHIP & SERVICE

Student-Athlete Advisory Council, Xavier University of Louisiana (selected by coaches) 2019 - Present

Varsity Tennis Team, Xavier University of Louisiana

2019 - Present

Mentor/Tutor, Xavier University of Louisiana Youth Impact Program

Spring 2019

Volunteer Coach, Special Olympics of New Orleans

Fall 2019

Sample Research Resume

Student Name

Phone Number | Email Address | LinkedIn URL

OBJECTIVE Seeking position as a Research Assistant in the development of next-generation cytogenetics and genotyping products. Offering a B.S. in Biomedical Engineering, diverse lab experience, and a solid understanding of research strategies illustrated through academic projects and internship experiences

EDUCATION Bachelor of Science, Engineering (Biomedical Engineering)
Xavier University of Louisiana, New Orleans, LA
Study Abroad: Science and Cultural Studies May-July 2019
University of Cambridge, Cambridge England
GPA: 3.82 May 2018
Academic Honors: Dean's List | St. Katherine Drexel Memorial Scholarship | Golden Key Honor Society | Tau Beta Pi (engineering honor society) | Catholic High Scholarship for Athletics | Rotary International Ambassadorial Scholarship
Notable Coursework: Biogenetics | Mathematical Modeling and Analysis of Biological Systems | Cellular Neurophysiology

RESEARCH EXPERIENCE

Research Intern June-July 2018
University of Cambridge, Cambridge England

- Performed series of experiments to determine diffusion coefficients of carbohydrates and vitamins in hollow capsules. Contributed results to journal article summarizing significance of study

Chemical Engineering Research Assistant January-May 2017
Xavier University of Louisiana, New Orleans, LA

- Performed data analysis for optimizing bioluminescent qualities of silicate nanoparticles for use as cellular biomarkers.

Computational Fluid Dynamics Research Intern January-May 2017
Xavier University of Louisiana, New Orleans, LA

- Set up models and analyzed stress of fluid flow of viscoelastic fluids in comparison to classical Newtonian fluids.

OTHER EXPERIENCE

Intramural Referee, Athletic Department, Xavier University of Louisiana
Chemistry Tutor, Xavier University of Louisiana
Resident Assistant, Student Housing, Xavier University of Louisiana

TECHNICAL SKILLS

Lab: Chromatography | Enzyme assays | Plasmid amplification | Electrophoresis
Instruments: Centrifuges | Light microscope
Computer: Comsol | Paraview | Bioedit | Multisim | MATLAB | LaTeX | Solidworks
Languages: French (fluent) | Spanish (intermediate)

LEADERSHIP & SERVICE

Crew Leader, Habitat for Humanity January 2018-Present
Community Service, Xavier University of Louisiana August 2017-May 2018

Resume Checklist

Layout & Appearance	Yes	No	Comments
Is name at the top of the page in a correct font and size? Is address, phone number and email address acceptable?			
Is resume one page?			
Is formatting consistent throughout? (i.e. font style, size, bullets, dates, bold and capitalization)			
Are verb tenses correct?			
Are there 2 – 4 statements per position?			
If bullet points were used, are they consistent and properly spaced?			
Is there consistent punctuation?			
Is it free from typographical errors and misspellings?			
Is it appealing to read and clearly written?			
Is there any color on the resume?			
Content			
If an objective was listed, is it clear and consistent with the job opportunity?			
Are all of the appropriate headings used? (i.e. Education, Experience, Achievements, etc.)			
Is all relevant education listed?(i.e. university, major, minor)			
If GPA is listed, is it 3.0 or higher?			
Is resume reflective of job being applied to?			
Are appropriate and varied action verbs being used?			
Is relevant work and educational experience included?			
Were accomplishments quantified when applicable?			

Action Verb List by Skillset

Management

produced	anticipated	analyzed	approved	assigned	delegated
attained	chaired	checked	reviewed	contracted	developed
devised	directed	evaluated	enforced	formed	governed
headed	increased	initiated	integrated	organized	planned
prioritized	administered	recommended	coordinated	scheduled	supervised

Communication

Addressed	composed	drafted	interpreted	persuaded	recruited
Arbitrated	conveyed	edited	lectured	presented	translated
Arranged	transcribed	enlisted	mediated	promoted	corresponded
Authored	developed	formulated	moderated	publicized	collaborated
Wrote	directed	influenced	negotiated	reconciled	

Research

Assessed	critiqued	surveyed	examined	interviewed	investigated
Clarified	discovered	diagnosed	identified	reviewed	summarized
Collected	defined	dissected	inspected	organized	determined
Correlated	detailed	evaluated	interpreted	reported	systematized

Teaching

adapted	revised	evaluated	informed	simplified	coordinated
advised	developed	explained	inspired	set goals	tailored
clarified	enabled	facilitated	instructed	sparked	encouraged
coached	communicated	guided	persuaded	stimulated	trained
unified					

Action Verb List by Skillset (Continued)

Detailed

approved	dispatched	compiled	organized	retrieved	met deadlines
validated	responded	arranged	purchased	classified	implemented
retained	recorded	judged	compared	operated	reorganized
executed	enforced	collected	inspected	copied	processed

Financial

verified	audited	developed	forecasted	projected	researched
allocated	balanced	earned	managed	rectified	reviewed
analyzed	budgeted	estimated	marketed	reduced	administered
appraised	calculated	financed	planned		

Creative

acted	decorated	planned	founded	instituted	performed
designed	established	illustrated	integrated	dramatized	conceptualized
created	developed	shaped	imagined	introduced	revitalized
invented	directed	fashioned	initiated	customized	transformed

Helping

accepted	conducted	educated	guided	provided	represented
assisted	counseled	effected	motivated	served	empowered
assessed	dealt	resolved	participated	questioned	restored
clarified	handled	protected	referred	validated	demonstrated
coached	diagnosed	facilitated			

Action Verb List by Skillset (Continued)

Clerical

adjusted	collected	distributed	indexed	organized	retrieved
approved	compiled	generated	inspected	catalogued	implemented
arranged	controlled	grouped	monitored	processed	specified
prepared	copied	screened	operated	purchased	systematized
classified	dispatched	recorded	ordered	improvised	tabulated

Analytical

compared	consulted	enlarged	originated	enlightened	experimented
conceived	converted	predicted	utilized	constructed	investigated
perceived					

Manual

assembled	controlled	ground	fed	lifted	shipped
bent	operated	set up	moved	pulled	handled
bound	tended				

Accomplishment

achieved	executed	expanded	innovated	pioneered	experienced
displayed	recognized	improved	overcame	succeeded	

Technical

assembled	computed	installed	overhauled	maintained	strengthened
built	designed	repaired	remodeled	upgraded	programmed
calculated	engineered	operated	solved		

Writing Relevant Bullet Points

An easy way to describe the duties of a particular job is through practice. In the Office of Career Services, we often recognize that students have a difficult time explaining their skills and role in a particular job. There is a way to list transferable skills even when it seems there is no way. Use the tips below to identify how you can list skills in an effective way.

1. Think about a past job and what you did on a typical day
2. Use the action verb list to brainstorm the skills utilized and how they fit with your job duties
3. There may be several words that fit your description.
4. Choose two to four action verbs to build from
5. When writing a detailed job description, use action verbs and consider Who?, What?, When? and How?

Using the steps above, create an accurate and honest description of a past job.

Example:

Commander's Palace, New Orleans, LA

Hostess

June 2017 – August 2019

- **Greeted** incoming and departing guests warmly and genuinely
- **Answered** incoming calls to the restaurant to provide appropriate service
- **Managed** the flow of over 250 Guests weekly, into the dining and bar areas without incident
