

Enhancing Professional and Personal Development

WRITING AN EFFECTIVE RÉSUMÉ



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CAREER Education. CAREER Experiences. PRE-PROFESSIONAL Advising.

Our resources:

This resume packet is meant to be a guide for students/alumni and is open to adjustments and personal tailoring. You are welcome to schedule an appointment with one of our career/peer advisors for further assistance.

To schedule an appointment:

1. Sign into Handshake at: elmhurst.joinhandshake.com
2. Go to Career Center
3. Select Appointments in the drop-down window
4. Click on Resume Assistance > Resume Review
(Health Professions students and alumni should look for the Health Professions Advising resume option)
5. Select a meeting time from the available appointment times

Drop-in hours are also available!
(Tuesdays & Thursdays - 11:45 am to 12:45 pm)



Preparation Guide

FOR CREATING A UNIQUE RESUME

A resume is a document you - the job seeker - use to promote your skills, abilities, and knowledge to a potential employer. Well-written resumes can lead to interviews. They are a marketing tool used to articulate your transferable and soft skills, as well as show how you have added value to the organization. A resume is one of the effective elements that will promote your journey to a successful job.

Here is a series of brainstorming questions!

They might help you evaluate experiences from your studies, internships, and professional history that will assist you in creating accomplishment statements.

- List any awards you won, such as Employee of the Month.
- What did you do to make this job your own? How did you take the initiative?
How did you go above and beyond what was asked of you in your job description?
- What are you most proud of in this job?
- How did you set yourself apart?
- What tangible evidence do you have of accomplishments -- publications you've produced, products you've developed, software applications you've written?
- How did you contribute to operational efficiency in this job, such as through cost reduction percentages? How did you help this employer or a part of the organization to save money, save time, or make work easier?
- How did you build relationships with internal and/or external constituencies? How did you attract new customers or retain existing ones?
- How did you solve one or more specific problems in this job? What were the problems or challenges that you or the organization faced? What did you do to overcome the problems? What were the results of your efforts?
- If you had to ghostwrite a letter of recommendation about you from your supervisor, what would be in it?

Resume Etiquette

DO

- Use a non-serif font style such as, Georgia, Tahoma, or Verdana. Arial or Calibri are often overused. Font size between 11-12 points. Resume should be one page.
- Be consistent with spacing\punctuation.
- Use standard bullet points and bold words to make your resume more reader - friendly.
- List all dated items in reverse chronological order.
- Avoid using "I" "Me" and "We."
- EACH bullet point statement start with an action word/verb in first person. Avoid repeating action verbs.
- Use the proper tense (present for current roles, past for previous roles) and be consistent with tenses.
- Print resume on 24 lb. Bond resume paper (White or Cream).
- Statement should be accomplishment - driven, not duties -driven. This will set you apart from other candidates. Numeric values or data may support your statements.
- Keep sentences short- fragmented statements are acceptable.
- Incorporate "keywords" (skills). Target keywords to the job description you are applying.
- Check and re-check for spelling and grammatical errors.
- The resume can be sent as a Word document and in PDF format.
- One-page resume is recommended.

DON'T

- Do not use a template, as they confuse ATS (applicant tracking system) systems. Create your resume with Microsoft Word. Templates do not stand out and can have problematic formatting issues.
- Do not include High School education or High School activities.
- Do not type "References available upon request." List them on a separate sheet and only submit them when specifically requested by an employer.

VAGUE CLAIMS VS. ACCOMPLISHMENTS

"Experience working in fast-paced environment"

"Registered 120+ third-shift emergency patients per night."

"Team player with cross-functional skills"

"Collaborated with clients, A/R and Sales to increase speed of receivables and prevent interruption of service to clients."

"Demonstrated success in analyzing client needs"

"Created and implemented comprehensive needs assessment mechanism to help forecast demand for services and staffing."

Victoria Bluejay

Victoria.Bluejay@365.elmhurst.edu | (630)123-4567 | [LinkedIn](#)

PROFESSIONAL SUMMARY

- Developed oral and written communication skills with experience in public speaking.
- Initiated and implemented creative programs for residence halls.
- Demonstrated time management and organizational skills balancing a full academic schedule, active participation in campus community, member of Women's Volleyball Team, and working part-time.
- Enhanced global perspective and language fluency strengthened through living and traveling abroad for a semester.

EDUCATION

Bachelor of Science | Elmhurst University, Elmhurst, IL

Anticipated: May 2026

- GPA: 3.75/4.00
- Major: Communications, Concentration: Marketing | Minor: Spanish

Universidad De Barcelona, Barcelona, Spain

August 2024 - December 2024

- IES Abroad-Barcelona Center

INTERNSHIP EXPERIENCE

Marketing Intern | Kendall Publishing Company, Elmhurst, IL

June 2025 - August 2025

- Developed package insert program for a new product line.
- Partnered with Creative Services in the redesign of new package insert materials.
- Collaborated directly with advertisers to increase sales of new inserts by 22%.
- Increased customer engagement by 10% through creation of a new social media campaign.

WORK EXPERIENCE

Customer Service Staff | Gail's Office Supply, Oak Park, IL

April 2025 - Present

- Facilitate tracking of "Frequent Buyers" program creating customer incentives.
- Design in-store displays to market merchandise; complete sales analysis to determine effectiveness marketing plans.

Residence Assistant | Elmhurst University, Elmhurst, IL

August 2025 - May 2025

- Planned, marketed, and implemented educational and social programs within hall budget parameters.
- Created "Shirts for Sticks" program which raised \$3000 for local charities.
- Led and administered functions in a coeducational residence hall housing for approximately 200 students.
- Provided informational counseling, assisted with crisis management enforced campus policies, and conducted conflict mediation sessions.

LEADERSHIP / COMMUNITY INVOLVEMENT

• **Treasurer** | Student Government Association, Elmhurst University

February 2023-Present

• **Vice President** | American Marketing Association, Elmhurst University

February 2024-Present

• **Captain** | Women's Varsity Volleyball Team, Elmhurst University

August 2024- Present

*Please, note this is just a sample of a well-prepared resume and can be modified to suit your personal needs.

Aspects of a quality resume

The best measurement of the future is to show what you have accomplished in the past.

1. Victoria Bluejay
Victoria.Bluejay@365.elmhurst.edu | (630) 123-4567 | [LinkedIn](#)

2. PROFESSIONAL SUMMARY

- Developed oral and written communication skills with experience in public speaking.
- Initiated and implemented creative programs for residence halls.
- Demonstrated time management and organizational skills balancing a full academic schedule, active participation in campus community, member of Women's Volleyball Team, and working part-time.
- Enhanced global perspective and language fluency strengthened through living and traveling abroad for a semester.

3. EDUCATION

Bachelor of Science Elmhurst University, Elmhurst, IL	Anticipated: May 2026
<ul style="list-style-type: none"> GPA: 3.75/4.00 Major: Communications, Concentration: Marketing Minor: Spanish 	
Universidad De Barcelona, Barcelona, Spain	August 2024 - December 2024
<ul style="list-style-type: none"> IES Abroad-Barcelona Center 	

4. INTERNSHIP EXPERIENCE

Marketing Intern Kendall Publishing Company, Elmhurst, IL	June 2025 - August 2025
<ul style="list-style-type: none"> Developed package insert program for a new product line. Partnered with Creative Services in the redesign of new package insert materials. Collaborated directly with advertisers to increase sales of new inserts by 22%. Increased customer engagement by 10% through creation of a new social media campaign. 	

WORK EXPERIENCE

Customer Service Staff Gail's Office Supply, Oak Park, IL	April 2025 - Present
<ul style="list-style-type: none"> Facilitate tracking of "Frequent Buyers" program creating customer incentives. Design in-store displays to market merchandise; complete sales analysis to determine effectiveness marketing plans. 	
Residence Assistant Elmhurst University, Elmhurst, IL	August 2025 - May 2025
<ul style="list-style-type: none"> Planned, marketed, and implemented educational and social programs within hall budget parameters. Created "Shirts for Sticks" program which raised \$3000 for local charities. Led and administered functions in a coeducational residence hall housing for approximately 200 students. Provided informational counseling, assisted with crisis management enforced campus policies, and conducted conflict mediation sessions. 	

5. LEADERSHIP / COMMUNITY INVOLVEMENT

Treasurer Student Government Association, Elmhurst University	February 2023-Present
Vice President American Marketing Association, Elmhurst University	February 2024-Present
Captain Women's Varsity Volleyball Team, Elmhurst University	August 2024- Present

1. PERSONAL INFORMATION

Professional and up to date contact information, such as phone number, e-mail address, web link to LinkedIn Profile (strongly recommended).

2. PROFESSIONAL SUMMARY

The summary section delivers an impact at the top of your resume - it's your first impression. Highlight your hard skills since they show what concrete tasks you can perform for an employer.

3. EDUCATION

List all collegiate experiences in reverse chronological order. Include institution information, degree, anticipated graduation date, majors. You may also list relevant coursework or Study Abroad details. Be sure to include accomplished statements of what you gained from your experience.

4. EXPERIENCE

Internship and professional experience, listed in reverse chronological order with a description of your tasks, highlighting your accomplishments and skills, and relating these to individual job requirements. Also, projects and academic research can highlight your ambitions and critical thinking, and you may add them in this section.

5. INVOLVEMENT

Involvement in extracurricular activities, such as clubs or volunteering demonstrates leadership, time management, and organizational skills.

Victor E. Bluejay

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Education

Elmhurst University - Elmhurst, IL
Bachelor of Science in Nursing
Minors: Spanish and Psychology
Study Abroad: Costa Rica

Anticipated May 20xx

January 20xx

Clinical Rotations

Lincoln Elementary School, Community Health
Adventist Hinsdale Hospital, Behavioral Health
Central DuPage Hospital, OB/Labor and Delivery
Advocate Lutheran General Hospital, Medical-Surgical
Lurie Children's Hospital, Pediatrics
Advocate Christ Medical Center, Medical-Surgical

October 20xx—December 20xx
September 20xx—October 20xx
March 20xx—May 20xx
February 20xx—March 20xx
October 20xx—December 20xx
September 20xx—October 20xx

Perioperative Elective Rotation, Elmhurst Hospital

January 20xx

- Completed 3 months/90 hours of perioperative teachings with a concentration on patient safety and perioperative nursing interventions towards positive surgical outcomes.
- Demonstrated skills in preparing for procedures, scrubbing and circulating of procedures, and caring for pre/post anesthesia patients.
- Participated in interactive intra-operative simulation scenarios.

Employment

Elmhurst Memorial Hospital - Elmhurst, IL

Patient Care Technician

June 20xx - present

- Perform patient care tasks and procedures under the supervision of a registered nurse
- Assist patients with personal hygiene, nourishment, elimination needs, and certain treatments
- Transport patients, provide routine information and relay messages

Elmhurst University - Elmhurst, IL

Student Ambassador & Tour Guide for the Office of Admissions

September 20xx—May 20xx

- Gave tours to prospective students and families while providing personalized care and attention
- Educated guests about opportunities at the University

Leadership and Community Engagement

Orientation Student Leader, Coordinator and Member

August 20xx—present

- Supported first-year students transitioning to college life
- Planned all aspects of orientation with team leaders

Habitat for Humanity, Site Leader and Member

October 20xx—present

- Led groups in reflection and planning of Alternative Spring Break trip
- Traveled internationally to El Salvador

Black Student Union, Secretary and Member

February 20xx—present

Student Nursing Association, Member

August 20xx—present

Awards and Honors

Dean's List

Fall 20xx—present

Presidential Scholarship Recipient

Fall 20xx—present

Sigma Global Nursing Excellence (Nursing Honor Society)

Spring 20xx

SKILLS IDENTIFICATION WORKSHEET

COMMUNICATION SKILLS

- Explaining
- Listening
- Persuading
- Speaking
- Teaching
- Writing

LEADERSHIP SKILLS

- Administering
- Coordinating
- Deciding
- Delegating
- Initiating
- Managing
- Supervising

INTERPERSONAL SKILLS

- Advising
- Cooperating
- Confronting
- Group facilitating
- Interviewing
- Negotiating
- Researching

ORGANIZATIONAL SKILLS

- Prioritizing
- Planning
- Managing Time
- Budgeting

PROBLEM-SOLVING SKILLS

- Investigating
- Researching
- Observing
- Locating
- Trouble shooting

MAINTENANCE SKILLS

- Compiling
- Handling details
- Setting up
- Updating
- Carry out requests

JUDGMENT SKILLS

- Appraising
- Editing
- Evaluating
- Reviewing
- Examining

CREATIVE SKILLS

- Inventing
- Designing
- Entertaining
- Innovating
- Displaying

INTELLECTUAL SKILLS

- Conceptualizing
- Analyzing
- Classifying
- Questioning

(Adapted from Quick Job Hunting Map-The Beginning Version, by Richard N. Bolles and Victoria B. Zenof)

Action Words

Accelerated	Closed	Developed	Explained	Inventoried	Pinpointed	Reviewed
Accomplished	Coached	Devised	Facilitated	Lectured	Placed	Revised
Achieved	Collected	Diagnosed	Fired	Led	Planned	Scheduled
Acquired	Compiled	Directed	Formulated	Lobbied	Posted	Screened
Adapted	Completed	Discovered	Found	Logged	Presented	Selected
Adjusted	Conceived	Dispatched	Founded	Made	Processed	Simplified
Administered	Conducted	Displayed	Generated	Maintained	Produced	Sold
Advertised	Consolidated	Distributed	Guided	Managed	Programmed	Solved
Advised	Constructed	Documented	Headed	Manufactured	Promoted	Steered
Analyzed	Contacted	Earned	Hired	Mastered	Proposed	Streamlined
Appraised	Controlled	Edited	Identified	Modified	Provided	Studied
Approved	Coordinated	Elicited	Implemented	Monitored	Purchased	Suggested
Arranged	Copyrighted	Eliminated	Improved	Motivated	Recognized	Supervised
Assembled	Corresponded	Engineered	Increased	Negotiated	Recommended	Supplied
Assisted	Counseled	Enhanced	Influenced	Obtained	Reduced	Taught
Audited	Created	Enlarged	Initiated	Operated	Referred	Tested
Augmented	Cultivated	Established	Inspected	Ordered	Reinforced	Trained
Authored	Debugged	Estimated	Installed	Organized	Reorganized	Transcribed
Balanced	Demonstrated	Evaluated	Instituted	Originated	Repaired	Translated
Budgeted	Delivered	Examined	Instructed	Packaged	Replaced	Utilized
Built	Designated	Executed	Interpreted	Patented	Reported	Vended
Calculated	Designed	Expanded	Interviewed	Performed	Represented	Won
Catalogued	Determined	Expedited	Invented	Persuaded	Restored	Wrote

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