



Resume Guide

for undergraduate students

Write A Resume

Your resume is a summary (the big picture) of your competencies and experiences, both paid and unpaid. You may have one or two versions of your resume, but you'll have a customized cover letter for each position. **Here's how you can start your resume from scratch!**

EDUCATION

For current students or recent alum, the education section should come first, with the most recent education listed first. You can include: Your institution and location, your degree, major(s) and, if applicable, minor(s), and your expected graduation date.

Optional: Study abroad programs, previous institutions, high school, relevant courses, GPA

Consider: What do these facts demonstrate about you? How does it add to your candidacy?

EXPERIENCE

Don't just tell the employer your responsibilities - communicate your accomplishments and transferable skills. Can include full or part time work, summer jobs, internships, research, academic projects, campus leadership, volunteer opportunities, etc. You can highlight different themes that are relevant to the role (e.g., Research, Leadership, Volunteer, Community Engagement).

- List experiences in reverse chronological order within each section (most recent first)
- Include name and location of the organization where this experience took place and the title of your role
- Include start and end date for your experience. If it is ongoing, list your end date as "Present"
- Describe your experience in accomplishment statements (bullet points)

SKILLS

List relevant skills, these might range from technical skills, like expertise using a digital tool, to experience-based skills like project management or database design. This section can also include certifications, languages, etc. As this section grows, you may divide it into several distinct skills sections like Software Expertise, Lab Skills, Teaching Skills, Design Skills, etc.

Writing Strong Bullet Points

Writing resume bullets can be the most challenging part of building your resume. It's crucial that you effectively describe your experience and skills. Your bullet points should be more than just a list of the tasks and responsibilities you managed in a particular role. You'll need to communicate the skills that you have developed and the skills that distinguish you from someone else who has been in the same role or had similar experiences. You'll also want to demonstrate the impact or results of the tasks and the responsibilities you had.

Think of your bullet points as accomplishment statements. Ask yourself:

- What did you accomplish? Why and how did you complete this task?
- What was your unique impact or contribution within this role?
- What sets you apart from others who might have done something similar?

THE FORMULA

To help you get started, use the following basic formula to craft your resume bullets:

Action
Verb

+

What
You
Did

+

How
You
Did it

+

Details
Context
Results

Every bullet should begin with a strong action verb. Use the [action verb list](#) to jumpstart your ideas.

This is a brief statement of the task, duty or responsibility. Take any opportunity to quantify what you did. Keep in mind, that this is now the central focus of your bullet point.

Go beyond telling the reader just what you did, but tell them why and how. This is where you start to demonstrate your skills, abilities, and knowledge.

Fill in the details and context that's necessary for the reader to understand the whole picture. If there are results or an impact that you can share, be sure to include that.

EXAMPLES (before & after)

Responsible for data entry →

Accurately entered data into SIS using strong attention to detail in order to update alumni contact information after yearly alumnae survey

Provide after school tutoring support →

Tutored approximately 10 students in chemistry and biology on a weekly basis while constantly assessing each students' needs in order to structure and scaffold instruction appropriately



Action Verbs For Resumes

Management/Leadership Skills

administered
accelerated
appointed
approved
assigned
attained
authorized
bolstered
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
founded
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
instituted
launched
led
managed
mastered

merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
reviewed
satisfied
scheduled
selected
streamlined
strengthened
supervised
terminated

Communication & People Skills

addressed
advertised
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined

described
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested

summarized
synthesized
translated
wrote

Research Skills

analyzed
assessed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
introduced
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

applied
assembled
built
conserved
constructed
converted
debugged
designed
determined
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
revamped
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
conducted
critiqued
developed
enabled

Action Verbs Continued...

encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
scaffolded
set goals
simulated
stimulated
taught
tested
trained
transmitted
tutored

Financial & Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
estimated
forecasted
managed
measured
planned

projected
reconciled
reduced
retrieved

Creative Skills

acted
adapted
combined
composed
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
invented
modeled
modified
originated
performed
photographed
planned
published
revised
revitalized
shaped
solved

Helping Skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
familiarized
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

Organization & Detail Skills

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied

standardized
systematized
updated
validated
verified

More Verbs for Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

**WANT ONE-ON-ONE SUPPORT?
VISIT THE CAREER LAB OR SCHEDULE AN APPOINTMENT IN HANDSHAKE**

Tufts Career Center
Dowling Hall, Suite 740
Monday - Friday 9:00am - 5:00pm
Email: careercenter@tufts.edu

Schedule an Appointment in [Handshake](#)
Drop-In to the [Career Lab](#)
Phone: (617) 627-3299

Resume Checklist

IS YOUR RESUME...

- Easy to read?
- Simple, clean font (e.g. Times, Arial, Garamond) 10 to 12 pt. font
0.5 to 1 in. margins
- Error free (grammar & spelling)?
- Devoid of personal pronouns (I, me, my, we)?
- Concise?
- In reverse chronological order?
- Tailored to the type(s) of opportunities you are seeking?

DOES YOUR RESUME...

- Effectively communicate your relevant skills and experience?
- Use consistent formatting for dates, job accomplishments, etc.?
- Display your strongest or most relevant qualifications near the top of the page or section?
- Highlight all your related/transferable experience?
- Utilize action verbs and results-oriented language to describe your experience?
- Display on the screen without formatting errors as a pdf attachment?
- Emphasize your strengths and highlights what is unique about your competencies and experiences?
- Use language and keywords from the job description when appropriate?

NAME

Phone number | Tufts email

EDUCATION

Tufts University, Medford, MA
Candidate for Bachelors of Arts

Expected May 20xx

Saratoga Springs High School, Saratoga Springs, NY
High School Diploma

June 20xx

WORK EXPERIENCE

Happy Valley Summer Camp, Saratoga Springs, *Camp Counselor*

May 20xx-Aug20xx

- Planned, coordinated, and executed activities while guiding group of 20 middle school campers in personal growth and daily living skills
- Assisted in the direction and supervision of campers in their living unit and during activities while championing program initiatives and camp mission
- Safeguarded personal property, camp equipment, and facilities
- Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules and sportsmanship
- Planned and hosted end of summer bonfire by securing fire permit and needed materials, and teaching safe bonfire procedures to campers

Hudson Valley YMCA, Saratoga Springs, *Teen Mentor*

May 20xx-Aug 20xx (Seasonal)

- Facilitated small group discussions with teens about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to safety and harm reduction
- Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

Serenity Housing, Ballston Spa, NY, *Receptionist*

Jan 20xx – Aug 20xx

- Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office
- Reviewed office databases to update and improve current file

LEADERSHIP

Psychology Club, Saratoga Springs High School, *Vice President*

Sept 20xx – June 20xx

- Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items
- Coordinated monthly one time volunteer opportunities for members by partnering with local community organizations
- Coordinated speaker series by researching local psychology professors to come talk with our group and share about their research

SKILLS & INTERESTS

Computer: MS Excel, PowerPoint

Language: Proficient in Spanish

Interests: Skiing, soccer, basketball, hiking, film

Name

Cell Phone • Email

EDUCATION

Tufts University

Bachelor of Arts in International Relations (Middle Eastern Focus); Minor in Finance

Medford, MA

Expected May 20xx

Relevant Courses: Microeconomic Theory, Business Law, Entrepreneurship and Business Plan, Industrial Economics, International Economics, Entrepreneurial Marketing, Entrepreneurial Finance, Statistics, Calculus, Linear Algebra

University of Queensland, Brisbane, Australia

Spring 20xx

FINANCIAL EXPERIENCE

Neuberger Berman

Portfolio Management Intern and Legal & Compliance Intern

New York, NY

June – August 20xx

- Researched and analyzed portfolio holdings as part of ongoing due diligence efforts of industry-leading equity portfolio manager specializing in master limited partnerships (\$2.5B AUM as of 8/20xx)
- Prepared report on future prospects of liquid natural gas and presented findings to portfolio management group
- Reviewed investment management agreements with attorneys in Legal & Compliance department and documented specific terms, including most favored nation clauses, for institutional and high net worth clients
- Studied articles from industry publications involving regulatory actions and fines imposed on financial firms and developed summaries for inclusion in firm's annual training presentations
- Developed filing system for documentation associated with pledge and lien accounts at firm
- Partnered with firm's corporate social responsibility arm and Association to Benefit Children by volunteering to help underprivileged children explore New York Metropolitan Museum of Art

Wealth Management Intern – Dallas, TX

June – August 20xx

- Prepared client asset analyses in Microsoft Excel for meetings with high net worth and ultra-high net worth individuals
- Updated client information in computer database to ensure that portfolio managers had current information
- Provided initial training to new full-time employee including instruction on compiling asset summaries
- Researched charitable foundations, leading to several taken on as new clients

Wellington Capital

Intern

Brisbane, Australia

April – June 20xx

- Communicated with shareholders regarding upcoming shareholder votes in funds collectively worth \$230MM AUD
- Assisted supervisors by compiling and binding research materials, helping with mailings, and printing as required

LEADERSHIP

Tufts Financial Group

Vice President

Medford, MA

September 20xx – Present

- Serve on the executive board of a student-run investment group managing \$150,000
- Liaise with alumni to develop outreach initiatives such as finding alumni speakers and coordinating events
- Led a team of 20 students and analyze and identify high-potential, undervalued stocks and present to TFG members
- Research and pitch companies for inclusion in portfolio; successful pitches include Express Scripts and Exxon Mobil
- Mentor junior analysts by explaining financial metrics and valuation methods, including DCFs and Comps
- Initiated Analyst Resource Center with 100+ books and additional online resources with industry expertise and advice

Office of Residential Life and Learning, Tufts University

Resident Assistant

Medford, MA

August 20xx – Present

- Advise 40 undergraduate students, organize floor programs, and help resolve personal, academic, and administrative issues
- Monitor two dormitories, ensuring the safety and security of 300 residents
- Participate in extensive training focused on community building and conflict resolution

Tufts Consulting Collective

Project Manager

Medford, MA

January 20xx – Present

- Lead a team of student consultants to provide pricing and marketing strategy for a media start-up
- Perform financial valuation for the company to attract investors

SKILLS AND INTERESTS

Language: Fluent in English and Chinese, Proficient in French

Computer: Proficient in Visual Basic, Excel, PowerPoint, Bloomberg, Dealogic, SAS, and Stata

Interests: Rafting, Rock Climbing, Soccer, and Historical Fiction

Name

Phone number | Tufts email | github.com/myname

EDUCATION

Tufts University, Medford, MA

May 20xx

Bachelor of Science in Computer Science, Minor Music Engineering

GPA 3.53, Dean's List

Relevant Courses: Computer Architecture; The Art of Commercial Software Development; Programming Languages; Music Apps on the iPad; Intro to Software Design and Analysis; Music Information Retrieval; Music & Art of Engineering; Computer Tools for Musicians; Acoustics

TECHNICAL SKILLS

Software/Tools: Microsoft Office; AutoCAD, MATLAB, GarageBand, ProTools, Sibelius, Reason, Digital Performer

Programming Languages: Visual Basic, C/C++, Java, Python

PROJECTS

Earth Navigation, Introduction to Computer Science, Tufts University

Sept - Dec 20xx

- Designed program that simulated navigation of Earth's Surface using Java

House Plant Simulator, Introduction to computer Science, Tufts University

Sept - Dec 20xx

- Built software program that simulated and visualized how plants grow using C++

TravelPro, Tufts University PolyHack Competition

Jan 20xx

- Co-Produced project idea, developed pseudocode and integrated program with Tripadvisor API

Electronic Musical Instrument, Electronic Instruments, Tufts University

Feb - May 20xx

- Designed and built electronic musical instrument with two other teammates
- Programmed computer to interpret signals based on colors pressed by musician

EXPERIENCE

Student Teacher Outreach Mentorship Program (STOMP)

June 20xx - Present

STOMPer

- Teach engineering concepts to sixth grade students at West Somerville neighborhood school on a weekly basis by creating lesson plans and presenting instruction
- Provide mentorship to students through developing individualized relationships outside of instruction time

Stevenson Lumber Co., Stevenson, CT

Sept 20xx - Feb20xx

Yard Helper/Delivery Truck Driver

- Promoted to delivery truck driver from yard helper after six weeks, based on performance and dependability

ATHLETICS

Tufts University Varsity Football

Sept 20xx - Present

Starting Defensive Back/Gunner

- Liaise with coaching staff on an on-going basis to enhance team cohesiveness
- Led tours of athletic facilities to prospective student-athletes and their families
- Learn and execute the policies and procedures governed by the NCAA
- Dedicate over 20 hours a week to training, practice and games

ACTIVITIES

Kids Day, Tufts University, *Student Organization Coordinator*

June 20xx - Present

Computer Science Exchange, Tufts University, *Member*

Sept 20xx - Dec 20xx

No Homer's Club, Dodge Ball Benefit Game, Tufts University

Sept 20xx

NAME
(617) 432-8765
student@gmail.com

EDUCATION

Tufts University, Medford, MA

May xxxx

Bachelor of Science in Chemical Engineering

Relevant Courses: Physical Chemistry of Polymers, Hazardous Waste Treatment Technology, Chemical and Biological Separations, Surface and Colloid Chemistry, Reactor Design, Data Structures, Process Dynamics and Controls

ENGINEERING EXPERIENCE

Aramco Services Company

May xxxx – Present

Gas Separations Intern, Cambridge, MA

- Separated gas molecules for experiments by casting membranes for post processing and characterization
- Experimented with various hollow fiber dopes and conditions by separating and testing membranes using the laserquadra knife
- Functionalized membranes using cross-linking techniques
- Investigated mechanical and thermal properties of various polymers by examining molecules utilizing various strength microscopes
- Conducted single gas tests for performance testing by running separated gas molecules through functioner machine

Smart Polymers, Membranes and Separations Laboratory

Undergraduate Research Assistant, Tufts University, MA

January xxxx – May xxxx

- Manufactured polymer membranes and dyes for filtration tests by using a staking polymer technique
- Collected and modeled diffusion rate data on different dyes utilizing a diffuser
- Synthesized zwitterionic copolymers for brackish water testing
- Characterized novel copolymer membranes using FTIR and TGA
- Tested frack wastewater flux and fouling resistance by using a frack measurer

Bits Bytes & Bots

Instructor, Anytown, NY

June xxxx – August xxxx

- Taught multiple classes involving Robotics, Game Maker, and Scratch by creating lesson plans and providing weekly instruction
- Guided 20-30 campers through their daily schedule and led fun social transition activities
- Solved any issues that arose between students and with the camp's computers by utilizing training in conflict resolution
- Created curriculum for other instructors to use in future classes by archiving lesson plans and assessments

Marine Biotechnology Laboratory

Intern, University of Connecticut, Stamford, CT

June – August xxxx

- Cultivated and gathered seaweed plants in labs and rivers carefully as to preserve the local ocean floor
- Investigated the fluorescence of ground seaweed using blue and black lights and tracked observations

SKILLS

Lab: Polymer synthesis, characterization, NMR, DSC, FTIR, TGA, DMA

Computer: Visual Basic, C++, Python, HTML and CSS

Language: Proficient Spanish