

Write it

Résumé/CV writing

A cover letter and résumé can be powerful tools for any internship or job prospect. They are marketing tools that convey your skills, qualifications, experience, and potential value and contributions to an employer. Your résumé and cover letter should provide prospective employers an understanding that you are the right person for the job. There is no standard for writing a résumé or cover letter. But, there are best practices. The following are recommendations and strategies for writing a résumé.

The 4 Cs of Résumé writing

1. Concrete

Résumé content should be tailored and relevant to the position of application.. Use section headers to underscore relevant experience. Section header examples are provided on page 2..

Use bullet points to:

- underscore achievements and contributions
- quantify and qualify your accomplishments
- present skills and qualifications that match employer requirements
- Bullet–point formula:
Action verb + how? + why? + result

2. Clear

Your résumé should be well-organized and easy to read.

3. Clean

Aim for symmetry, balance, and flow. Utilize the same format or structure throughout the resume.

4. Concise

Brevity is key in résumé writing. A one-page résumé is sufficient for most recent graduates.

Leave conversational items for the interview.

Structure & Proofreading

- Use standard white paper stock
- .5" –1" Margins
- Use a 10 to 12 point font
- Black color font only; monochromatic
- Education listed first; reverse chronological order (most recent grads)
- 3-5 years of experience is suggested for entry-level opportunities
- Use relevant section headers
- Bullet points do not end with periods
- Action verbs written in proper tense
- Keep résumé to (1) page (most cases)
- Do not abbreviate months and years
- Bold/Capitalize section headers
- Check for spelling, grammar, and punctuation

Resume review software available:

www.VMock.com/USC

Bullet Points Worksheet

	Step 1: Action Verb WHAT?	Step 2: Skills & Details HOW?	Step 3: Purpose WHY?	Step 4: Results (If Any)
Determine the Following as you Write your bullet-points	What did you do? What were your responsibilities, tasks, duties, or projects? Be sure to begin with an action verb.	How did you do it? What tools or resources did you use? How often? Who did you work with? Be sure to specify concrete skills.	What was the purpose of this? What did you hope to accomplish or develop?	Did you achieve or exceed your goals? What were the results?
Example 1	<i>Communicated with 20 private corporations</i>	<i>Cold calling and email campaign</i>	<i>Secure financial support for annual scholarship-drive</i>	<i>\$42,000 donations</i>
Bullet-point:				
<i>Communicated with 20 private corporations via cold calling and email campaign to secure financial support for the annual scholarship-drive, which resulted in a donation of \$42,000</i>				
Example 2	<i>Publicized resume workshops</i>	<i>Instagram and Facebook</i>	<i>Increase awareness of workshops</i>	<i>25% growth in the # of participants from last year</i>
Bullet-point:				
<i>Publicized resume workshops to students using Instagram and Facebook to increase awareness, resulting in a 25% growth in the number of participants than the previous year</i>				

Action Verbs (Skills)

Communicative	Analytical	Collaborative	Research	Organizational	Leadership	Creativity	Technical
Address	Analyze	Aid	Administer	Archive	Advise	Act	Calculate
Author	Appraise	Assist	Categorize	Arrange	Coach	Advertise	Calibrate
Communicate	Assess	Associate	Code	Assemble	Conduct	Build	Code
Compose	Deduce	Collaborate	Collect	Catalogue	Consult	Compose	Compute
Contact	Detect	Communicate	Develop	Classify	Counsel	Conceptualize	Configure
Discuss	Determine	Cooperate	Document	Consolidate	Delegate	Construct	Construct
Draft	Estimate	Engage	Experiment	Coordinate	Direct	Create	Decipher
Edit	Evaluate	Help	Identify	Group	Facilitate	Design	Detect
Inform	Forecast	Interface	Interpret	Manage	Guide	Develop	Engineer
Interpret	Infer	Liaise	Investigate	Orchestrate	Instruct	Devise	Install
Interview	Measure	Mediate	Observe	Organize	Lead	Formulate	Mine
Mediate	Monitor	Negotiate	Perform	Plan	Manage	Generate	Model
Present	Observe	Network	Prepare	Process	Mediate	Invent	Modify
Refer	Predict	Participate	Record	Schedule	Mentor	Market	Operate
Report	Project	Partner	Research	Synchronize	Solve	Perform	Program
Translate	Review	Support	Test	Systematize	Supervise	Produce	Restore
Write	Survey	Unite	Verify	Update	Teach	Transform	Upgrade

Hecuba Trojan *RESUME EXAMPLE*

213.590.5322 | hecubatrojan@usc.edu | LinkedIn: hecubatrojan

EDUCATION

University of Southern California, Los Angeles, CA
Bachelor of Arts, Economics
Minor in International Relations

May 2016

RELEVANT COURSEWORK

Advanced Econometrics | Statistics | Money, Credit & Banking | Financial Markets

WORK EXPERIENCE

Associate Intern | Southwestern Mutual, Los Angeles, CA

January 2016 - Present

- Analyze over 50 clients' asset allocation and retirement through *Personal Planning Analysis*
- Verify, log and E-file checks up to \$12,000 on a daily basis utilizing NetX360 software
- Establish Automated Clearing House (ACH) to help clients make contributions

SERVICE

Volunteer | Teaching International Relations Program, Los Angeles, CA

August 2015 - December 2015

- Taught human rights to 12 juniors at Arroyo High School to promote international relations
- Researched 5 case studies and international policy using the *CALIS database*
- Developed 10 lesson plans for instructional purposes

RESEARCH

Researcher | Problems Without Passports, Kigali, Rwanda

May 2014 - June 2014

- Analyzed 5 years of high school graduation rates across 3 schools to determine change in rates
- Interviewed 15 high school graduates and recorded 150 responses
- Authored a two-page summary of findings resulting in a presentation at the *Council of Education*

ACTIVITIES

USC Triathlon Team

August 2015 - Present

Son Y Clave Latin Jazz Ensemble

August 2015 - Present

Alpha Beta Phi

August 2014 - Present

SKILLS

Technical: Microsoft Excel | SPSS | NetX360 | MATLAB | Tableau | STATA | C++

Language: Korean

Tommy Trojan *CV EXAMPLE*

213.740.5551 | ttrojan@alumni.usc.edu | LinkedIn: tommytrojan

EDUCATION

University of Southern California

May 2022

Doctor of Philosophy (PhD) in History

Emphasis in Modern American History, Specialization in Modern War and Violence

Advisor: Dr. Americo Unidos

Harvard University

May 2012

Bachelor of Arts in History

TEACHING EXPERIENCE

Teaching Assistant

August 2015 - Present

Department of History, University of Southern California

- Instructed 22 students on archival research using the *USC Archive Finder* database

RESEARCH EXPERIENCE

Department of History, University of Southern California

2010 - 2014

- Reviewed 65 pages of interview transcription for accuracy and inclusion in book chapter

PUBLICATIONS

Name. "Home on the (Artillery) Range: Hispanic Memory and the Creation of Camp Pendleton." *Southern California Quarterly*.

Name. Review of: Tracey Loughran. *Shell-Shock and Medical Culture in First World War Britain*. New York and London: Cambridge University Press, 2017, in *Medical History*.

PRESENTATIONS

"Meine Liebe, Gute, Teure Mama": Soldiers' Letters and the End of Childhood in the Great War"

[Under Consideration]. Panel on Youth, Emotion, and the Era of the World Wars. German Studies Association Conference, October 2018.

FELLOWSHIPS/GRANTS

USC Graduate School Research Enhancement Fellowship

2018 - 2019

- Awarded \$31,000 per year, with an additional \$5000 summer funding

MEMBERSHIPS

Member, Phi Beta Kappa Honors Society

2011 - Present

SERVICE

History Graduate Student Association, USC *President*

2015 - 2017

SKILLS

Technical: Microsoft Word, Excel, PowerPoint, Outlook | Google Docs | Blackboard | SPSS

Languages: French, Italian, and Spanish