

Write it

A résumé can be a powerful tool for any internship or job prospect. A strong resume should answer one question for the employer: "Why should we interview this candidate?" Every section should support that answer with clear, relevant evidence. The following are recommendations and strategies for writing a résumé.

Resume Writing Best Practices

1. **Tailor your resume for each job:** This means "mirroring" language of the job description
2. **Focus on achievements, not duties:** Instead of listing what you were responsible for, show what you accomplished.
3. **Quantify your impact:** whenever possible, include numbers.
4. **Use action verbs:** that show what you have achieved (See Page 2 for action verbs)
5. **Keep the format clean**
 - Use consistent fonts and spacing (.5" margins are recommended).
 - Do not over crowd your page. Quality over Quantity
 - Stick to one or two pages (one page is ideal for early-career professionals).
 - Use clear section headings.
 - Single lines **NO COLUMNS**
6. **Include relevant skills:** a good mix of technical and workplace "soft" skills.
7. **Keep it concise**
 - Each bullet should be one or two lines (ideally one line) and communicate:
 - What you did
 - How you did it (if relevant), and the result
8. **Proofread carefully** Check for:
 - Spelling errors
 - Grammar mistakes
 - Consistent formatting
 - Accurate dates and job titles

A strong resume should answer one question for the employer: "Why should we interview this candidate?" Every section should support that answer with clear, relevant evidence.

Utilize Quinnca Resource

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

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:

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

SAMPLE AI PROMPTS

“Write a one page resume highlighting my analytical thinking skills for ____ position

“Write a one page resume for _____ position maximizing A,B,C,D skills/experiences”

RESUME EXAMPLE

Hecuba Trojan

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 2050

RELEVANT COURSEWORK

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

WORK EXPERIENCE

Associate Intern | Southwestern Mutual, Los Angeles, CA

January 2021 - 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 2020 - December 2022

- 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 2024 - June 2024

- 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 2023 - Present

Son Y Clave Latin Jazz Ensemble

August 2023 - Present

Alpha Beta Phi

August 2023- Present

SKILLS

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

Language: Korean

Sample Resume

First Name Last Name

(XXX) XXX-XXXX | Email@gmail.com | www.linkedin.com/in/

Summary (Summary/objective are optional.)

Write 3-4 lines giving an overview of your resume. Do highlight any major accomplishments and why you are interested in a particular company or industry. Talk about what value you can provide them. Remember this is the first impression and should be very brief but make the person want to read the rest of the resume.

Education

Name of University, ABC school

Degree (e.g. Bachelor of Science), Major: XXXXX

Minor: XXXXX

June 2018–May 2022

GPA: ([GPA is optional](#))

GPA: (optional)

****IF YOU HAVE MASTER'S DEGREE THEN REPEAT ABOVE FORMAT FOR UNDERGRADUATE***

****Do not use bullet points in the education section***

Professional Experience (Watch [this](#) clip!)

Organization Name

Position Title

City, State

Month year–Month year

(How should you write dates? Click [here](#)!)

Brief role description (1-2 lines) Start with the most recent position.

- Write your main highlighted accomplishments.
- Think about how your task/project helped the company do better and how you added value to the company.
- Follow the format "Performed X by doing Y resulting in Z"
- Start with strong action verbs and avoid using responsible, helped, researched, or assisted.
- If you are struggling to write your bullet points, take a look at [this](#) article!

Organization Name

Position Title

City, State

Month year–Month year

Brief role description (1-2 lines) Start with the most recent position.

- Try to highlight different skills
- Show overall benefit to the organization so that future employers know how you could add value to their organization
- Your resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, career management.
- Don't forget to include [essential](#) and [technical skills](#) where relevant.

Activities

Organization Name, Institution Name

Title

City, State

Month year–Month year

Brief description (1-2 lines).

- This might be activities related to a specific class or organization on campus or volunteer work experience.
- Try to show the technical skills of projects you have worked on.
- You should also focus on leadership, teamwork, and management skills here.

Certifications

Name of certification: (time period for the certification)

Skills (Want to use columns here instead?)

Word, Excel, PowerPoint, Project, [SendGrid](#)-email marketing, Asana-task management, and Hubspot.

CV EXAMPLE

Tommy Trojan

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

EDUCATION

University of Southern California

May 2050

Doctor of Philosophy (PhD) in History

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

Advisor: Dr. Americo Unidos

Harvard University

May 2025

Bachelor of Arts in History

TEACHING EXPERIENCE

Teaching Assistant

August 2025 - 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

2020 - 2022

- 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

2023 - 2024

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

MEMBERSHIPS

Member, Phi Beta Kappa Honors Society

2022 - Present

SERVICE

History Graduate Student Association, USC *President*

2022 - 2024

SKILLS

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

Languages: French, Italian, and Spanish