

## PARTS OF A RESUME:

**HEADER:** Name (14-18 point size, use either ALL CAPS or **bold**), e-mail, phone number and LinkedIn address. Make sure your e-mail address and your voice mail message are professional. Add a portfolio link as well if you have one/if its relevant to your goal.

**PROFESSIONAL SUMMARY:** \*OPTIONAL. Highlights content that connects your relevant qualifications to position requirements.

**Example:** Highly-motivated computer science student with network specialist experience in computer hardware/software troubleshooting, network design, and database management. Proven ability to collaborate, work successfully across platforms, implement new technologies and support staff across all levels of an organization by effectively maintaining company systems and information management.

**EDUCATION:** Name of degree-granting institution, its location, specific degree and date received (month & year), major, minor or concentration, and grade point average (if 3.0 or higher). Also list institutions where you have studied abroad and any that may have awarded a certification or professional credential. Academic honors/dean's list can be included here, as well as the title of a thesis.

**RELEVANT COURSEWORK:** List course titles that demonstrate your successful completion of topics relevant to the industry. If your resume is thin on experience, use the relevant coursework section to demonstrate your industry knowledge with a brief description of what you accomplished.

**EXPERIENCE:** What skills do you have from previous experiences that match the internship/job description? Read your internship/job description and pick out the top skills the employer is looking for in a desirable applicant.

Part-time, summer and full-time jobs, internships, senior project, class projects, laboratory research, military, entrepreneurship, student involvement, leadership, whether paid or volunteer. Include dates, employing organization, locations (city, state), position titles, and descriptions. Stress accomplishments, variety of duties performed, progressive increases in responsibility, percentage of college expenses earned. Quantify when possible. Experiences can be grouped in many categories: "Community," "Leadership," "Employment," "Volunteer," etc.

**OTHER CATEGORIES:** Professional certification and/or licensure, affiliations or professional associations, computer skills (systems and/or languages, social media), technical or laboratory skills and equipment, honors and awards, presentations and publications, leadership, and language abilities.

**PRO TIP:** Checkout the CCEE **Resume Writing Module** for more!

## ACTION VERBS

<b>MANAGEMENT SKILLS:</b>	mediated	overhauled	planned	<b>ADMINISTRATIVE SKILLS:</b>
administered	moderated	programmed	projected	approved
analyzed	motivated	remodeled	researched	arranged
assigned	negotiated	repaired		catalogued
attained	persuaded	solved	<b>CREATIVE SKILLS:</b>	classified
chaired	promoted	trained	acted	collected
contracted	publicized	upgraded	conceptualized	compiled
consolidated	reconciled		created	dispatched
coordinated	recruited	<b>TEACHING SKILLS:</b>	designed	executed
delegated	spoke	adapted	developed	generated
developed	translated	advised	directed	implemented
directed	wrote	clarified	established	inspected
evaluated		coached	fashioned	monitored
executed	<b>RESEARCH SKILLS:</b>	communicated	founded	operated
improved	clarified	coordinated	illustrated	organized
increased	collected	developed	instituted	prepared
organized	critiqued	enabled	integrated	processed
oversaw	diagnosed	encouraged	introduced	recorded
planned	evaluated	evaluated	invented	retrieved
prioritized	extracted	facilitated	originated	screened
produced	identified	guided	planned	specified
recommended	inspected	informed	revitalized	systematized
reviewed	interpreted	initiated	shaped	tabulated
scheduled	interviewed	instructed		validated
strengthened	investigated	persuaded	<b>HELPING SKILLS:</b>	
supervised	organized	set goals	assessed	
	reviewed	stimulated	assisted	
<b>COMMUNICATION SKILLS:</b>	summarized		clarified	
addressed	surveyed	<b>FINANCIAL SKILLS:</b>	coached	
arbitrated	systematized	administered	counseled	
arranged		allocated	demonstrated	
authored	<b>TECHNICAL SKILLS:</b>	analyzed	diagnosed	
corresponded	assembled	appraised	educated	
developed	built	audited	expedited	
directed	calculated	balanced	facilitated	
drafted	computed	budgeted	familiarized	
edited	designed	calculated	guided	
enlisted	devised	computed	referred	
formulated	engineered	developed	rehabilitated	
influenced	fabricated	forecast	represented	
interpreted	maintained	managed		
lectured	operated	marketed		

# Quick Tip Sheet

## Resume Writing

### GUIDELINES:

- **\*DO NOT USE A TEMPLATE. Start with a blank Word or Google Document.**
- 1 page, single side resume.
- Use a font size of 10-12 points; section headings may be larger.
- Adjust margin sizes to be between 0.5" or 1"
- Have well-organized headings/presentation that encourage readability.
- Highlight some parts of your resume (your name, degree, major, position, titles), but don't overdo it. Dates are not a point of emphasis.
- Tailor your resume to the position you're applying for.
- Use brief action verb phrases, rather than complete sentences to describe the work that you do.
- Use appropriate tense when using action verbs.
- Incorporate key words from your major and career field.
- Try to be results-oriented in your descriptions; quantify when possible.
- Avoid personal pronouns ("I," "me," etc.)
- Flawless grammar, spelling, and punctuation. It must be **perfect!**
- Save and distribute your resume as a PDF file so it won't be edited by mistake.

### INEZ SOUSA

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#### EDUCATION

University of Rhode Island, Kingston, RI May 2025  
Bachelor of Science: Nutrition/Dietetics  
GPA 3.6/4.0, Dean's List, Phi Eta Sigma Honor Society

#### RELATED COURSEWORK

Aquatic Food Quality and Processing Jan.-May 2023  
• Identified physicochemical and nutritional characteristics of aquatic fish  
• Understood the principles and application in handling and processing of fish

#### RELATED EXPERIENCE

*Nutrition Assessment Lab Assistant*  
URI, Food Science and Nutrition, Kingston, RI Sept. 2023-Present  
• Perform data entry regarding green eating study participants  
• Research and review articles; discuss topics and recruit subjects

#### *Student Dietitian*

The Barton Center for Diabetes Education, Kale, KS June-Aug. 2023  
• Worked closely with dietitian on day to day happenings of camp  
• Taught nutrition lessons regarding MyPlate and healthy eating  
• Met with parents to discuss allergies and special diets

#### CAMPUS INVOLVEMENT

*Tour Guide* May 2023-Present  
University of Rhode Island, Kingston, RI  
• Provide information and showcase campus to prospective families  
• Use interpersonal and communication skills to build relationships

#### RELEVANT SKILLS/CERTIFICATIONS

Proficient in use of MS Windows, SPSS and Social Media  
ServSafe Food Protection Manager Current  
First Aid/CPR Current