

Writing Your Resume

Communication and experience involve questions of both writing skills and personal integrity. Your résumé will be in competition with many resumes and should be written well.

- Describe your successes and accomplishments with creativity and confidence.
- Avoid simply listing your duties as if it were a company job description.
- Avoid any negative words or descriptions.
- Avoid using industry jargon and flowery words the reader may not understand.
- Incorporate numbers, percentages and statistics into your descriptions when you can.
- Keep your sentences short. Be brief and to the point. Avoid convoluted sentences, which sound like intentional mumbo-jumbo.
- Avoid using the pronoun “I.” Write in abbreviated third person (e.g. Instead of writing “I recruited, trained and coordinated activities of 10,000 volunteers,” try writing “Recruited, trained and coordinated activities of 10,000 volunteers”).
- Use action verbs to describe your skills and achievements.