



Wasserman Resume Best Practices Checklist

INCLUSION OF KEY SECTIONS

- Identifying Information:
 - First and last name
 - Address, Phone number (xxx-xxx-xxxx), Email (NYU)
 - Optional: Skype Name (if abroad), LinkedIn URL
- Education:
 - Institution name, Location (city, state), School division, Degree (B.A., B.S., M.A., M.S. etc.)
 - Graduation month and year (if it is a future graduation date put expected)
 - All majors and minors, and GPA if 3.0 or above
 - Include study abroad experience if applicable
- Experience: (Include relevant employment, internships, volunteer work, and military service, academic projects, and consider breaking into two categories to pull out your most relevant experience)
 - List employer/organization, Location (city and state only: New York, NY), Job title
 - Dates of employment (Month Year – Month Year) – Do not calculate them i.e. 1 year 4 months
 - Descriptions for experiences start with strong action verbs (see below)
- Skills (optional):
 - Include all computer, language, and technical skills

FORMATTING & SPELLING/GRAMMAR

- Resume is no more than 1 page
- Margins are within a reasonable range (.5"-1" all around)
- Standard font (Times New Roman, Arial, Sans Serif, etc.)
- Proper use of tenses – current jobs/present tense, previous jobs that ended/past tense
- Dates are in reverse chronological order (most recent to least recent) under each section
- Appropriate font - size or style 10-12 (your name can be larger)
- Effective use of space - Not too little/ too much white space
- Clear headers
- Format is clean and consistent, easy to read and all information can be easily found at a glance
- No overuse of lines, boxes, borders
- "References available upon request" is NOT on the resume
- No errors, proofread thoroughly!

DESCRIPTION OF EXPERIENCES, SKILLS, HONORS, ACTIVITIES

- Action-oriented descriptive statements that are specific and answer the questions, "What did I do? Why did I do it? What was the result? / What value did I add?"
- Skill, not task based – i.e., not "answer phones" (task) but "provide customer information over telephone" (skill)
- Fact-based (quantify or qualify – use numbers and dollars when appropriate)
- Tailored – highlight experiences and use terms that relate to the job or field of choice
- Variety of action verbs to begin each sentence
- Statements in third person, not narrative format (should not include personal pronouns)
- Make sure every word adds value!

GENERAL PRESENTATION OF INFORMATION

- Most relevant information in the top 1/3 of the resume
- Organize sections based on relevance to the job description
- Avoid jargon, abbreviations, or acronyms
- No picture or personal information on the resume



Resume Sample

NAME

2201 Jones Street Apt. 32B, New York, NY 10012 *(Mailing Address)*
xxx-xxx-xxxx *(Phone Number)* · stewart.dent@nyu.edu *(Email Address)*

EDUCATION

Institution, City, State Expected (Graduation) Month/Year
Degree, GPA (3.0 or above)

Institution, City, State Graduation Month/Year
Degree, GPA (3.0 or above)

RELEVANT COURSEWORK *(Optional)*

Class Name	Class Name	Class Name
Class Name	Class Name	Class Name

EXPERIENCE *(You may choose to include two Experience sections – one for experience most relevant to the role with a relevant title and a second called “Leadership Experience” or “Additional Experience” with less detail)*

Organization, City, State Date *(Month Year – Month Year)*
Title

- Qualitative/Quantitative Description
- Action/Results Oriented, Start each bullet point with an action word that is related to the posting
- Bullet points should answer, “What did I do? Why did I do it? What was the result?”

Organization, City, State Date *(Month Year – Month Year)*
Title

- Qualitative/Quantitative Description
- Action/Results Oriented, Start each bullet point with an action word that is related to the posting
- Bullet points should answer, “What did I do? Why did I do it? What was the result?”

ACADEMIC PROJECTS

Project Title: *Institution* Date *(Month Year – Month Year)*

- Qualitative/Quantitative Description
- Action/Results Oriented, Start each bullet point with an action word that is related to the posting
- Bullet points should answer, “What did I do? Why did I do it? What was the result?”

Project Title: *Institution* Date *(Month Year – Month Year)*

- Qualitative/Quantitative Description
- Action/Results Oriented, Start each bullet point with an action word that is related to the posting
- Bullet points should answer, “What did I do? Why did I do it? What was the result?”

SKILLS *(Computer, Technical, Language – all optional, and only include these if they distinguish you)*

Group One: Skill, Skill, Skill

Group Two: Skill, Skill, Skill *(for languages, write [Level of Skill] Language, [Level of Skill] Language)*

ADDITIONAL INFORMATION *(Optional – only use if space remains; see below for sample categories)*

Honors and Awards: Award, Award, and Award (years)

Student clubs and organizations or volunteer activities: Name of organization/activity, 1 sentence description (year)



NAME

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xxx-xxx-xxxx *(Phone Number)* · stewart.dent@nyu.edu *(Email Address)*

EDUCATION

Institution (College), City, State
Degree, **Expected** (Graduation) **Month/Year**
Minor, GPA (3.0 or above)

High School Name, City, State *(*Remove After Sophomore Year)*
Diploma, (Graduation) **Month/Year**
Overall GPA

Advanced Placement Coursework *(Optional)*
Class Name Class Name Class Name

HONORS

- Honor, Year
- Honor, Year

EXPERIENCE

Organization Name, City, State
Title, Month Year – Month Year
Quantify/Qualify what you did, how did you add value, make an impact?
Action/Results Oriented statement, Start each point with an action word that is related to the posting and what the goal or outcome was

PROJECTS

Project Title: School Name, Month Year – Month Year
Quantify/Qualify what you did, how did you add value, make an impact?
Action/Results Oriented statement, Start each point with an action word that is related to the posting and what the goal or outcome was

STUDENT ORGANIZATIONS

Name of Student Club/ Organization, City, State
Your Title (Member), Month Year – Month Year
Quantify/Qualify what you did, how did you add value, make an impact?
Action/Results Oriented statement, Start each point with an action word that is related to the posting and what the goal or outcome was

VOLUNTEER

New York University Wasserman Center for Career Development, New York, NY
Your Title (Volunteer), Month Year – Month Year
Quantify/Qualify what you did, how did you add value, make an impact?
Action/Results Oriented statement, Start each point with an action word that is related to the posting and what the goal or outcome was

SKILLS

Computer: Skill, Skill, Skill
Language: Language (level), Language (Level)

ACTIVITIES

- Travel
- Event Participation, Year – Present
- Additional Extracurricular Involvements, Year - Year

**ACTION VERB LIST**

accelerate	clarify	edit	increase	perform	revamp
accomplish	close	effect	incur	pinpoint	review
achieve	co-author	elect	inform	pioneer	revise
acquire	collaborate	eliminate	initiate	plan	revitalize
activate	collect	employ	innovate	prepare	salvage
actuate	combine	encourage	inspect	present	save
adapt	communicate	enforce	inspire	preserve	schedule
address	compile	engineer	instigate	preside	segment
administer	compose	enhance	instruct	prevent	select
advise	compute	enlarge	insure	process	sell
affect	conceive	enrich	install	procure	serve
allocate	conceptualize	establish	instill	produce	service
amend	conclude	estimate	institute	program	settle
amplify	condense	evaluate	interface	promote	shape
analyze	conduct	examine	interpret	prompt	simplify
anticipate	consolidate	exceed	interview	propose	solve
appoint	construct	execute	introduce	prove	specify
appraise	contact	expand	invent	provide	stage
approve	contribute	expedite	investigate	publicize	standardize
arbitrate	contrive	explain	isolate	publish	stimulate
arrange	control	expose	issue	purchase	streamline
assemble	convert	extend	launch	react	strengthen
assess	coordinate	extract	lead	recommend	structure
assist	correct	facilitate	lighten	reconcile	study
assume	counsel	forecast	liquidate	record	suggest
attain	create	form	localize	recruit	summarize
attract	cultivate	formalize	locate	rectify	supersede
audit	decentralize	formulate	maintain	redesign	supervise
augment	decrease	fortify	manage	reduce	supply
author	define	find	market	refine	support
authorize	delegate	frame	minimize	regain	surpass
automate	demonstrate	fulfill	moderate	regulate	survey
avail	design	gain	modernize	reinforce	systematize
award	determine	gather	modify	reject	teach
balance	develop	generate	motivate	relate	terminate
broaden	devise	govern	negotiate	re-negotiate	test
budget	devote	guide	nurture	reorganize	tighten
build	diagram	handle	obtain	replace	trace
buy	direct	hire	offer	report	trade
calculate	discover	identify	operate	represent	train
capture	distribute	illuminate	organize	research	translate
centralize	document	implement	orient	resolve	utilize
challenge	double	improve	originate	restore	write
change	draft	improvise	overhaul	restructure	
chart	earn	inaugurate	perceive	retrieve	