

CENTER FOR CAREER DEVELOPMENT

RESUME GUIDE




MARYMOUNT
UNIVERSITY

Center for Career Development
and Community Engagement



CONTENTS

WHAT IS A RESUME?.....	1
GENERAL RESUME WRITING TIPS.....	3
DESCRIBING YOUR EXPERIENCES.....	4
THE PAR METHOD.....	5
USEFUL ACTION VERBS.....	6
RESUME SAMPLE.....	7
RESUME TIPS FOR DIFFERENT RESUME TYPES.....	8
OTHER RESUME TYPES.....	15
WORKS CONSULTED.....	16



WHAT IS A RESUME?

A RESUME IS A DOCUMENT THAT SHOWCASES YOUR PROFESSIONAL EXPERIENCES, ACCOMPLISHMENTS, AND SKILLS.

BELOW IS AN EXAMPLE OF WHAT SHOULD BE INCLUDED IN EACH SECTION OF A RESUME

YOUR NAME

Your General Location | Phone Number | email@gmail.com (remove hyperlinks)
LinkedIn Link

PROFESSIONAL SUMMARY (OPTIONAL)

- Bulleted list or paragraph
- Showcase your accomplishments, what makes you different from other candidates

EDUCATION

Marymount University, Arlington, VA Anticipated Graduation Month Year
Bachelor of ____ in _____, Minor in ____ (optional)

- Include only schools from which you earned a degree. Do not include if you've transferred before earning a degree
- Optional – include study abroad
- Optional – include relevant upper-level coursework
- Optional – include relevant honors earned in college – Dean’s List, Honors program, scholarships, etc.
- Optional – include any professional associations you are part of in your field

EXPERIENCE

Company Name, City, State Start Date - End Date
Position

- Start with your most recent experience
- If it was a summer job, indicate that – Summer 2021
- Use bullet points and concise phrases to highlight experience, skills, accomplishments
- Aim for 3-5 bullet points per experience, begin the bullet point with a ROBUST action verb in the proper tense
- Focus on accomplishments. Ask yourself: How often? How Many? To whom? when writing each bullet point.

ACTIVITIES/VOLUNTEER WORK

Most recent/current club/organization name Dates of involvement
Title (if applicable, for example, if you had a leadership position)

- This section can include your participation in organizations, clubs, sports teams, and volunteer work. If one of these experiences is relevant to the job, you can include it in the "Experience" section
- Descriptions can be included, but are not necessary
- Volunteer work and activities can be combined and listed as "Activities"

UNIVERSITY PROJECTS

- This is mainly used when applying for research roles. This can also be used when there is no experience in the field.
- Senior project for a senior seminar for undergraduates, thesis or master’s project for graduates.

HONORS & AWARDS

- Optional – include relevant honors earned in college – Dean’s List, Honors program, scholarships, etc. This can also be included in the "Education" section.

SKILLS

- List concrete hard/technical skills and languages, if fluent

GENERAL WRITING RESUME TIPS

Employers generally spend 10 to 15 seconds looking at resumes, so it is important to ensure that the structure, layout, and overall design of your resume are optimal at highlighting your relevant skills, accomplishments, and experiences. [Keep these tips in mind when writing a resume:](#)

GENERAL RESUME RULES

- Be consistent, organized, and thorough.
- Tailor your resume to each position you are applying for to match the specific position description, qualifications, and requirements.
- Include your accomplishments, do not write just a list of your job duties.
- Undergraduate should be 1 page in length
- Resumes for professionals and higher education levels are typically two pages or more (Federal resumes and CVs are the exception.)

DO'S & DON'TS

Do

- List skills, experiences, and accomplishments.
- Begin bullet points with an action verb in the proper tense.
- Be direct and specific rather than general. Use concrete examples, outcomes, and accomplishments. Try to quantify any results you have accomplished.

Don't

- Don't use personal pronouns (i.e. I, me, my, we, our, us).
- Don't include a picture with or on your resume; however, unless otherwise directed.
- Don't include personal information regarding race, ethnicity, sex, gender, or religious affiliation.
- Don't use color or graphics unless it is for the design or arts industries.
- Don't use a template. Create your resume in Microsoft Word and submit it as a PDF.

FORMATTING TIPS

- Keep font size between 10 PT and 12 PT.
- Keep margins from half-inch to 1 inch.
- Use the same font for the entire document, chose an easy-to-read style (Times New Roman, Calibri, Arial).
- Watch the spacing between lines and sections, be sure all spacing is the same.
- Use simple shapes for the bullet points.
- Ensure the overall look is appealing and there is not too much white space.
- Use proper spelling, grammar, and punctuation.

TYPES OF RESUMES

Chronological

- Most popular format that lists information in reverse chronological order (start with most recent and work backward).
- Focuses on where and how skills were obtained.
- Recommended for students or entry-level.

Functional

- Very rarely used - if you want to use this format, please consult someone from Career Development.
- Focuses on professional skills by grouping similar accomplishments and responsibilities together
- Excludes details about work experience.

Combination

- Classifies positions and responsibilities under functional headings in reverse chronological order.
- Focuses on both accomplishments and responsibilities and the environment where it was developed.

DESCRIBING YOUR EXPERIENCES

Describing your experiences is important, whether that is work, volunteer, involvement with clubs and organizations, or research projects. It showcases your contributions and what makes you stand out. [Here are few tips to remember when writing about your experience:](#)

GENERAL TIPS

- Use bullet points when writing about your experience.
- Begin each bullet point with an action verb in the proper tense (refer to the next page for a list of action verbs).
- Aim for 3-5 bullet points for each experience.
- Focus on accomplishments, not just tasks- what did YOU do in this role? Showcase your contribution.
- Be detailed, rather than general and vague.
- If you're not sure which skills and achievements are most important, review the job listing and use bullet points on a resume to emphasize the qualifications you have that match the job.
- Be specific – use concrete examples, outcomes, and believable accomplishments.
- Try to quantify any results you have accomplished.
- Companies use Applicant Tracking System (ATS) to comb through resumes before a person looks at it ; Do NOT use online templates, graphics and ChatGPT

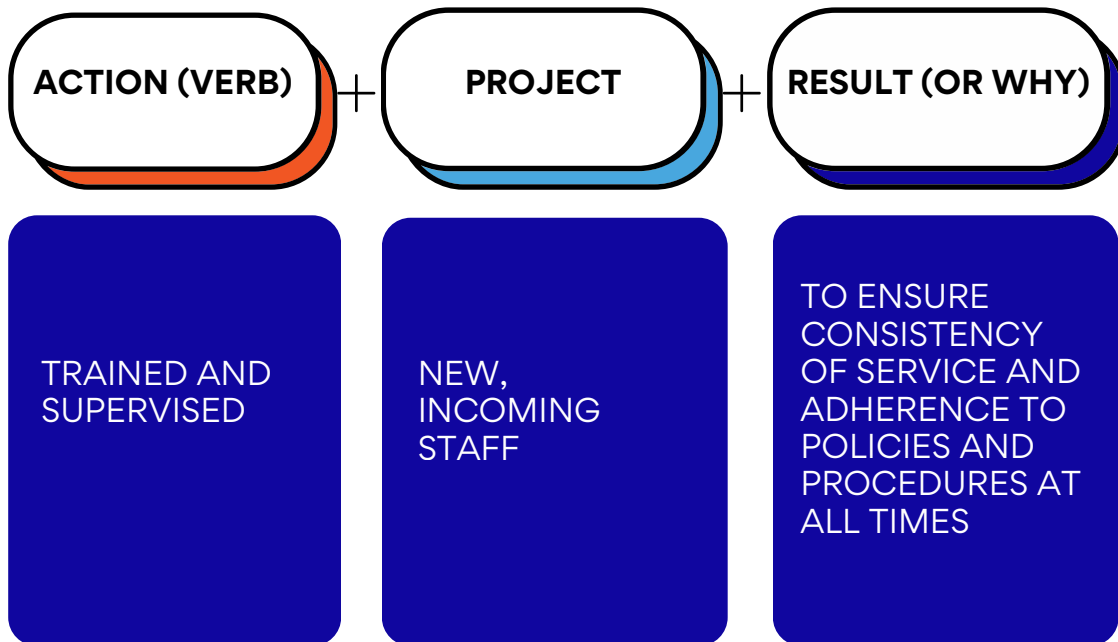
Section Headers

- You can divide your experience into multiple sections.
- Convey the duties and accomplishments that relate to the job in bullet points below the relevant job heading.
- Examples of section headers are Experience, Teaching Experience, Leadership Experience, Volunteer Experience (or a combination of Experience & Volunteer), University Research & Projects.

THE PAR METHOD

Project - Action - Result (PAR)

- The PAR method helps you write bullet point statements in a direct and succinct way when describing your experience.
- It stresses your skills and achievements and conveys to the employer what you did *and* why and how you did it.
- The PAR method has 3 components:
- **Project** - describe the project - the job, the task, the "subject of the sentence".
- **Action** - What were your actions? What specifically did you do? This is the "verb" of the sentence.
- **Result** - What was the result, outcome, or goal of the project?



RESULT

TRAINED AND SUPERVISED NEW, INCOMING STAFF TO ENSURE CONSISTENCY OF SERVICE AND ADHERENCE TO POLICIES AND PROCEDURES AT ALL TIMES.

USEFUL ACTION VERBS

MANAGEMENT

Administered
Analyzed
Authorized
Consolidated
Consulted
Coordinated
Developed
Directed
Enforced
Enhanced
Executed
Generated
Hired
Improved
Increased
Led
Managed
Motivated
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Scheduled
Supervised

TEACHING SKILLS

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Facilitated
Guided
Individualized
Informed
Instructed
Persuaded
Stimulated
Taught
Tested
Trained
Tutored

ORGANIZING

Approved
Arranged
Categorized
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Maintained
Obtained
Organized
Prepared
Processed
Provided
Purchased
Recorded
Reserved
Scheduled
Updated

RESEARCH

Analyzed
Clarified
Collected
Conducted
Critique
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Formulated
Gathered
Inspected
Interviewed
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Tested

CREATIVE

Acted
Adapted
Combined
Composed
Conceptualized
Condensed
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

COMMUNICATION

Addressed
Advertised
Arranged
Articulated
Collaborated
Communicated
Composed
Condensed
Conveyed
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted

COMMUNICATION CON'T

Edited
Formulated
Interpreted
Interviewed
Involved
Joined
Lectured
Marketed
Mediated
Moderated
Negotiated
Outlined
Presented
Promoted
Publicized
Reconciled
Recruited
Referred
Reported
Responded
Solicited
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

DATA/FINANCIAL SKILLS

Adjusted
Allocated
Analyzed
Assessed
Audited
Balanced
Budgeted
Calculated
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Planned
Prepared
Programmed
Projected
Qualified

DATA/FINANCIAL SKILLS CON'T

Reconciled
Reduced
Researched
Retrieved

HELPING SKILLS

Adapted
Advocated
Aided
Answered
Arranged
Assisted
Coached
Contributed
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Furthered
Guided
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Resolved
Simplified
Supported
Volunteered

MANUAL SKILLS

Arranged
Assembled
Built
Constructed
Controlled
Designed
Developed
Drove
Engineered
Handled
Installed
Maintained
Operated
Remodeled
Repaired
Tested

SAMPLE RESUME

Bernie Dog

Arlington, VA | Berniedog@domain.com | <https://linkedin.com/en/berniedog>

PROFESSIONAL SUMMARY

Motivated Bachelor of Business Administration student with a Minor in Finance, skilled in financial analysis, budgeting, and business strategy. Strong understanding of financial modeling, data analysis, and management principles, with hands-on experience using industry-standard tools like Microsoft Excel. Eager to apply academic knowledge and further develop expertise as an intern within a dynamic organization.

EDUCATION

Marymount University, Arlington, VA

Anticipated Graduation May 2024

Bachelor of Business Administration, Minor in Finance

- Related Courses: Financial Management, Advanced Business Statistics, Strategic Management
- Scholarships and Awards: Dean's List (2020-present), Presidential Scholarship Recipient (2020)

EMPLOYMENT

Marymount University, Arlington, VA

February 2021 – Present

Center for Career Development Office Assistant

- Reviews resumes for students and effectively communicates which edits need to be made to improve the students' candidacy for positions.
- Promptly answers all emails and phone calls to address any issues that arise regarding student and employer enquiries.
- Coordinates marketing campaigns for the Center's social media such as LinkedIn and Instagram, which has resulted in a 200% increase in online student and community engagement.

Panera Bread, Gainesville, VA

December 2018 – June 2020

Team Manager

- Supervised and oversaw all operations during shifts to ensure that employees were safe and exemplified expectations of teamwork.
- Delivered excellent guest service and ensured customer satisfaction during peak rush hours, guaranteeing a less stressful working environment for employees.
- Built an improved training program to support future associates and newly hired employees which created a safer and more educated working and training environment.

ACTIVITIES AND VOLUNTEER WORK

- Marymount Blue Tones Music Group August 2021 – Present
- Arlington Food Assistance Center April 2021 – Present
- Phi Eta Sigma National Honor Society January 2021 – Present

ACCOMPLISHMENTS & SKILLS

- American Red Cross Association and Pediatric First Aid, and AED
- SafeServ Certification for Managers
- Proficient in Microsoft Suite Products (Word, Excel, PowerPoint, Outlook) and Google Suite

RESUME TIPS | NONPROFIT & SERVICE

TIPS

- Your volunteer experience can be included as its own section or under Experience.
- List past experiences, paid or volunteer, that connect to the organization's mission.
- Non-Profit jobs and internships can expand across a variety of industries and job functions including research, writing and communications, advocacy, and more. Make sure you tailor your resume to fit the sub-category or role you are applying to.
- **Research roles** - highlight research experience and projects, whether that is in or outside the classroom
- **Writing/communications roles** - highlight experiences that demonstrate strong, written, verbal and graphical communication (such as grant writing). Include any other communications expertise such as social media platform management.
- **Advocacy/community organizing roles** - highlight any fieldwork, community outreach and volunteer work, and event planning and orchestration.
- Include languages that you are fluent in.
- Include leadership roles, participation in special events, board or committees memberships, and participation in fundraising initiatives.

RELEVANT ACTION VERBS

Maintained	Collected	Delivered	Increased	Coordinated	Analyzed
Oversaw	Collaborated	Performed	Researched	Reported	Addressed
Managed	Organized	Ensured	Provided	Interviewed	Drafted

RELEVANT TECHNICAL SKILLS

- Report writing
- Grant writing
- Data collection and analysis
- Stata
- Proficiency in a foreign language
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Sheets, Docs, Forms, Slides)
- Social Media Platforms & Analytics (Instagram, Twitter, Facebook, TikTok)

RESUME TIPS | CREATIVE

TIPS

- Keep it simple - avoid using premade, flashy, or gimmicky templates.
- If you choose to use color and other graphical or visual elements such as your logo, make sure it enhances the content of your resume rather than getting in the way of it.
- Include quality content, clear achievements, technical skills, and detailed experiences. Your resume can't just be about the design.
- Use simple formatting alterations to enhance relevant information and experiences (such as bolding a header).
- Make sure your resume is still easy to read - creative elements should not hinder the readability of your resume. Consider applicant tracking systems when creating your resume.
- Include a link to your portfolio - it is a great place to showcase your creativity.
- Your cover letter, resume, and portfolio should work as a package and have consistency and cohesive branding.
- The most common font used is Times New Roman at 12 points in size. You can choose other fonts including Cambria, Georgia, Garamond, Book Antiqua, and Didot. Sans serif fonts that work well include Calibri, Helvetica, Verdana, Trebuchet MS, and Lato.

RELEVANT ACTION VERBS

Built	Edited	Designed	Conceptualized	Modeled	Modified
Created	Executed	Illustrated	Drew	Performed	Planned
Produced	Directed	Customized	Integrated	Composed	Drafted

RELEVANT TECHNICAL SKILLS

- AutoCAD LT, SketchUp Pro, Revit (Interior Design)
- Adobe Creative Suite (Photoshop, InDesign, Illustrator, Premiere Pro, Lightroom)
- UX/UI Design
- Sketching and Drawing Ability
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Sheets, Docs, Forms, Slides)
- Operation systems: Mac OS & Windows
- Social Media Platforms & Analytics (Instagram, Twitter, Facebook, TikTok)

RESUME TIPS | BUSINESS & TECHNOLOGY

TIPS

- Include projects you led or an idea you spearheaded that increased efficiency, saved the employer money and/or time, improved a process, or built a relationship.
- Use metrics to describe your achievements when possible. Include dollars saved or percentage changes to show your successes and contributions.
- You can also include accomplishments that are not quantifiable such as improving a relationship with a client.
- Research your company/job to highlight relevant experiences/skills on your resume.
- Highlight transferable skills if you lack direct experience, such as leadership and time management skills you learned at a previous job.
- Use a straightforward format - avoid using colorful templates, tables, graphics, which might not get picked up by an applicant tracking system (ATS) scan. Your resume should look clean and professional.
- List the company/organization name first, then the location (city, state), job title, and start and end dates (dates should be right-justified).
- Use an easy-to-read font such as Arial, Calibri, or Helvetica.
- List up-to-date skills in software and technology

RELEVANT ACTION VERBS

Analyzed	Coordinated	Advertised	Increased	Budgeted	Constructed
Consolidated	Developed	Executed	Led	Audited	Repaired
Consulted	Directed	Generated	Managed	Forecasted	Programmed

RELEVANT TECHNICAL SKILLS

- JavaScript, CSS, C++, MySQL, PHP, HTML, Python, Cloud computing
- UX/UI Design
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Sheets, Docs, Forms, Slides)
- Social Media Platforms & Analytics (Instagram, Twitter, Facebook, TikTok)
- Google AdWords and Google Analytics
- Database Management
- Project Management

RESUME TIPS | GOVERNMENT & MEDIA

TIPS

- Study government vacancy announcements and use them as a guide to writing your resume since they contain great details about the qualifications.
- Include specific qualifications from the government job posting. These may include a number of years in the criminal justice field, a level of academic credential, and licensure or certification. Also include the job announcement number, title, and grade level(s) of the job for which you are applying, locations for which you are applying (if applicable), and veterans' preference, if applicable. Indicate if you are a US citizen (required by most Federal Jobs).
- Include paid and unpaid experiences, and include volunteer work done with National Service programs (such as Peace Corps and AmeriCorps).
- If you are transitioning from military work to civilian work, create a Military Experience section, and highlight the transferable skills. Transferable skills you can highlight in your bullet points under this section include leadership, financial responsibility, effective communication, integrity, and technology skills.
- Read the job posting carefully to find out if they need a federal resume (read: federal resume on page 21), or if they will accept your regular resume.

RELEVANT ACTION VERBS

Advocated	Improved	Established	Conducted	Authorized	Wrote
Aided	Negotiated	Developed	Consolidated	Advised	Interpreted
Collaborated	Adhered	Compiled	Coordinated	Informed	Served

RELEVANT TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Sheets, Docs, Forms, Slides)
- Social Media Platforms & Analytics (Instagram, Twitter, Facebook, TikTok)
- Adobe Creative Suite (Photoshop, InDesign, Illustrator, Premiere Pro, Lightroom)
- Security clearances
- Proficiency in a foreign language
- Data analysis

RESUME TIPS | TEACHING

TIPS

- Include all relevant teaching experience (volunteer positions, internships, coaching, and other and co-curricular activities that involve teaching.)
- Include all certifications: teaching certifications, CPR/First-Aid, and other applicable certifications on your resume.
- **Questions to ask yourself when writing about your teaching accomplishments:**
 - Have you developed/led any academic or extracurricular after-school programs?
 - Do you have a specialty or expertise in particular teaching methods?
 - Were you a mentor or peer tutor?
 - Did you elevate students' performance over a period of time?
 - What strategies have you used to increase student engagement?
 - Did you increase parental involvement?
- Emphasize quantitative and qualitative accomplishments.
- Customize information to the job requirement and qualifications, highlight specific and transferable skills. Include usage and knowledge of classroom technology.
- Include keywords that are common in the teaching profession (e.g. planning, curriculum development, teaching across the curriculum, experiential learning, student success, teacher-parent relations, team teaching, and collaboration.)
- Don't use abbreviations or acronyms, even if they are recognizable.

RELEVANT ACTION VERBS

Prepared	Organized	Review	Maintained	Encouraged	Aided
Taught	Classified	Responded	Coached	Trained	Adapted
Collaborated	Implemented	Assessed	Coordinated	Fostered	Enforced

RELEVANT TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Sheets, Docs, Forms, Slides)
- Classroom management software and systems (Moodle, Blackboard, Canvas)
- Proficiency in a foreign language
- Electronic presentations
- CPR/First-Aid certification

RESUME TIPS | HEALTHCARE

TIPS

- List licensure and certification.
- Include academic accomplishments such as research, special projects, presentations, and/or relevant thesis topics.
- If you are new to the healthcare field, prioritize your Clinical Rotation section and any healthcare-related experience at the beginning of your resume.
- **What to include for your clinical rotations:**
 - Only include the rotations that are relevant to the position you are applying for
 - List the setting (unit), location (write out the full hospital/facility name, no abbreviations.), the semester you worked, and hours you completed.
- If you have clinical experience outside of your rotations, include a Clinical Experience section after your Clinical Rotation Section. You can also include a Work Experience section to highlight jobs outside of the healthcare field.
- **Questions to ask yourself when writing about your healthcare accomplishments:**
 - Did your work positively impact the organization? How?
 - How many people benefited from your work?
 - Did you reduce cost, time, or effort?
 - Did you create any original work like reports, guides, proposals?
 - Did you develop a new program or strategy that saved time or increased efficiency?

RELEVANT ACTION VERBS

Admitted	Diagnosed	Distributed	Documented	Secured	Detected
Advanced	Monitored	Practiced	Briefed	Corresponded	Supported
Advocated	Aided	Assigned	Assessed	Wrote	
Facilitated					

RELEVANT TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Sheets, Docs, Forms, Slides)
- Proficiency in a foreign language
- CPR/First-Aid/AED certification
- Check and monitor vital signs
- Catheterization
- Electronic medical record systems
- Telemetry

RESUME TIPS | UNIVERSITY PROJECTS AS EXPERIENCE

TIPS

- You can include university projects that are relevant to the job or internship you are applying to if you do not have any work, volunteer, or club and organization experience.
- **What to include when writing about your university projects:**
 - Course name
 - Name of professor
 - The semester you completed the project
 - Project title
- Use the PAR (Project - Action - Result) method highlighted in the *Describing Your Experience* to describe your projects, your role, key findings, learning outcomes, results, and accomplishments.
- Highlight transferable skills when writing about your projects that are relevant to the role you are applying to, such as collecting and analyzing data, synthesizing information, creating recommendations, and solving problems.

RELEVANT ACTION VERBS

Advocated	Organized	Collected	Surveyed	Corresponded	Drafted
Aided	Assessed	Recommended	Gathered	Recorded	Designed
Communicated	Analyzed	Produced	Measured	Researched	Presented

RELEVANT TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Suite (Sheets, Docs, Forms, Slides)
- JavaScript, CSS, C++, MySQL, PHP, HTML, Python, Cloud computing
- UX/UI Design
- Social Media Platforms & Analytics (Instagram, Twitter, Facebook, TikTok)
- Proficient in a foreign language

OTHER TYPES OF RESUMES

CURRICULUM VITAE (CV)

- Primarily for professors, high-level education, research
- No page limit
- Includes sections for Research, Publications, Teaching, Training, Presentations
- Section order is not as important
- Include more detail about types of accomplishments
- Highly tailored to each position
- It is important to note that many other countries (especially European countries like the United Kingdom, France, etc.) refer to what Americans call a “traditional resume” as a “CV.” This means that if you are applying to a company in London, England, and they ask for a CV, they are really asking for your traditional 1-2 page US resume with some additional information.

FEDERAL RESUMES

- Used for federal jobs. Read the job posting carefully to find out if the employer needs a federal resume, or if they will accept your regular resume.
- Section headings can be the same as the regular resume headings.
- Experiences are described either in paragraphs or bullet points.
- No page limit, length based on experience.
- Include the job announcement number, title, and grade level(s) of the job for which you are applying, and locations for which you are applying (if applicable).

Include more personal information:

- Social security number, veterans' preference, security clearances, indicate if you are a US citizen (required by most Federal Jobs).

Experiences include:

- Salary, hours worked, company address, supervisor's name, and contact (and if they can be contacted).
- No timeline limit, include all work experiences

FOR INFORMATION ABOUT FEDERAL RESUMES OR RESUMES FOR CAREERS ABROAD, CONTACT THE CENTER FOR CAREER DEVELOPMENT.

WORKS CONSULTED

- Georgetown University Center for Career Services. (2017, August). Resume Writing Guide: Nursing. Georgetown.
- Harvard University Faculty of Arts & Sciences Office of Career Services. (2021). OCS RESUMES & COVER LETTERS. Cambridge.
- The National Archives and Records Administration. (n.d.). The Federal Resume Guide What You Should Know When Applying for a Federal Career.
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- Pohle, A. (2021, May 11). 18 résumé writing tips to help you stand out. The Wall Street Journal. Retrieved September 9, 2021, from <https://www.wsj.com/articles/18-resume-writing-tips-to-get-you-noticed-11605107446>.
- Resume tips for Healthcare Professionals: Allen School. Allen School of Health Sciences. (2020, May 13). Retrieved September 9, 2021, from <https://www.allenschool.edu/resume-tips-for-medical-insurance-billing/>.
- Sample resumes. Sample Resumes | Columbia CCE. (n.d.). Retrieved September 9, 2021, from <https://www.careereducation.columbia.edu/resources/sample-resumes>.
- Schild, I. (2021, May 17). How to write a nonprofit resume - nonprofit resume tips. Nonprofit Job Board & Foundation Jobs Site. Retrieved September 9, 2021, from <https://www.foundationlist.org/how-to-write-a-resumetips-for-how-to-create-a-readable-resume/>.
- Stanford University Career Center. (n.d.). RESUMES/COVER LETTERS. Stanford.
- Ten Resume Tips for Nonprofit Jobseekers. PND by Candid. (2007, May 2). Retrieved September 9, 2021, from <https://philanthropynewsdigest.org/columns/mycareer-pnd/ten-resume-tips-for-nonprofit-jobseekers>.
- Top 10 transferable military skills to list on your résumé. Bachelor's Degree Completion. (2021, April 16). Retrieved September 9, 2021, from <https://www.northeastern.edu/bachelors-completion/news/transferable-military-skills/>.

FOR A COMPLETE LIST OF WORKS THAT WERE CONSULTED FOR THIS RESUME GUIDE, PLEASE CONTACT THE CENTER FOR CAREER DEVELOPMENT AT CAREERDEV@MARYMOUNT.EDU.



MARYMOUNT
UNIVERSITY

Center for Career Development
and Community Engagement

FOR MORE INFORMATION

CONTACT OUR OFFICE

(703) 284-5960

CCDCE@marymount.edu

@marymountcareer

<https://www.linkedin.com/company/marymount-university-ccdce/>