

Resume Style Guide

Use Spell Check

Print your resume and read it. Ask someone else to read it too! Spell check will not catch all the errors, especially capitalization.

Capitalization

Lowercase job titles except when used as a subtitle.

*Worked closely with the **controller***
***Controller**, 2005-2007*

Lowercase departments except when the department is part of the official and formal name.

*Planned and organized the functions of the **accounting department***
*Performed data entry for the **University of Illinois Department of Medicine***

Capitalize all proper nouns: a specific person, place or thing.

*Ordered money shipments from the **Federal Reserve Bank of Chicago***
*Proficient in **Microsoft Office and QuickBooks***

Academic Degrees

Do not include any high school information.

Use an apostrophe in *associate's degree*, *bachelor's degree* or *master's degree*, but there is no possessive in *Associate of Arts*, *Bachelor of Arts* or *Master of Science*.

Capitalize academic degrees unless they use a possessive.

***Bachelor of Arts** in Psychology*
*He has a **bachelor's degree** in Psychology*

A person has a *Bachelor of Arts in Psychology*, not a *Bachelor of Arts of Psychology*.

Lowercase the type of degree unless used in title of degree.

*Bachelor of Arts in **Sociology***
*A bachelor's degree in **sociology***

Numbers

Spell out whole numbers below 10, use figures for 10 and above.

*Supervised the performance and review of **three** staff auditors*
*Handled billing for more than **30** employees*

Bullet points should not begin with a number.

*Managed **15** staff accountants; not **15** staff accountants underneath me*

Correct Spelling of Commonly Misspelled Words

PowerPoint	Internet	experience	Sarbanes-Oxley	online
WordPerfect	voice mail	inbound	pro forma	board of directors
PeopleSoft	e-mail	outbound	QuickBooks	Web site

Punctuation

Bullet points should not have periods as they are not complete sentences.

Always place a comma after words in series, but not before "and" or "or."

*Handled the **planning, forecasting and budgeting***

Always place a comma before nonessential items ("which" is always nonessential, "that" is always essential).

*Developed activity-based costing **systems that** provided better cost control*
*Created budgets and **forecasts, which** included determining ways to reach these goals*

Resume Style Guide Cont.

Verb Usage

All past positions must use verbs in the past tense.

Faxed and mailed invoices

Present tense may only be used to describe positions presently being held.

Order supplies, answer phones and complete general office tasks

All bullet points should begin with an action verb.

Managed all employee timesheets; ***NOT Responsible for managing timesheets***

Action Words

Arranged	Customized	Computed	Incorporated
Collaborated	Designed	Prepared	Planned
Developed	Established	Contributed	Supervised
Interacted	Initiated	Demonstrated	Obtained
Marketed	Integrated	Facilitated	Conducted
Reconciled	Originated	Provided	
Resolved	Solved	Coordinated	
Adapted	Administered	Generated	
Created	Analyzed	Improved	

Format

Most resumes consist of three sections: education, experience, skills/awards/certifications.

Do not include an objective, career summary, career profile or personal hobbies section.

For recent graduates (bachelor's, master's, MBA, etc.) and CPA recipients within one year, list education at the top, before experience.

Also acceptable to list major(s), minor(s), GPA and honors for recent graduates and CPA recipients.

List month and date of graduation, but do not list the years attended.

Use an apostrophe in associate's degree, bachelor's degree or master's degree.

Also acceptable is Associate of Arts, Bachelor of Arts or Master of Arts.

Do not list high school.

NEVER use personal pronouns on a resume (i.e.: you, me or I).

Only use one job title for each time period.

Do not use abbreviations; spell out "accounts payable," "human resources" and "data entry."

Do not include generalizations.

For example, proficiency in Internet, e-mail, word processing or 10-key.

NEVER use any personal pronoun on a resume.

For example, no "I" or "me."

Do not list "and/or;" choose one.

Do not say "50+" but "over 50" or "more than 50."

Layout

All job responsibilities need to be presented in bullet form; do not use paragraph form.

Company name and job title should be bold and aligned to the far left. Dates should be aligned to the far right of the page.

Dates should include months, and spacing and format should be consistent. Do not abbreviate months.

January 1998 - December 1999 or 01/1998 - 12/1999

Spicing up Your Resume: Action Words!

Communication/People Skills

Addressed	Advertised	Arbitrated	Arranged
Articulated	Authored	Clarified	Collaborated
Communicated	Composed	Condensed	Conferred
Consulted	Contacted	Conveyed	Convinced
Corresponded	Debated	Defined	Developed
Directed	Discussed	Drafted	Edited
Elicited	Enlisted	Explained	Expressed
Formulated	Furnished	Incorporated	Influenced
Interacted	Interpreted	Interviewed	Involved
Joined	Judged	Lectured	Listened
Marketed	Mediated	Moderated	Negotiated
Observed	Outlined	Participated	Persuaded
Presented	Promoted	Proposed	Publicized
Reconciled	Recruited	Referred	Reinforced
Reported	Resolved	Responded	Solicited
Specified	Spoke	Suggested	Summarized
Synthesized	Translated	Wrote	

Creative Skills

Acted	Adapted	Began	Combined
Composed	Conceptualized	Condensed	Created
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	

Data/Financial Skills

Administered	Adjusted	Allocated	Analyzed
Appraised	Assessed	Audited	Balanced
Budgeted	Calculated	Computed	Conserved
Corrected	Determined	Developed	Estimated
Forecasted	Managed	Marketed	Measured
Netted	Planned	Prepared	Programmed
Projected	Qualified	Reconciled	Reduced
Researched	Retrieved		

Helping Skills

Adapted	Advocated	Aided	Answered
Arranged	Assessed	Assisted	Clarified
Coached	Collaborated	Contributed	Cooperated
Counseled	Demonstrated	Developed	Diagnosed
Directed	Educated	Eliminated	Emphasized
Encouraged	Ensured	Expedited	Facilitated
Familiarized	Furthered	Guided	Helped
Insured	Intervened	Motivated	Prevented
Provided	Referred	Rehabilitated	Represented
Resolved	Scheduled	Secured	Selected
Streamlined	Strengthened	Supplied	Supported
Terminated	Volunteered		



**LaSalle
Network**

Spicing up Your Resume: Action Words Cont.

Organizational Skills

Approved	Arranged	Catalogued	Categorized
Charted	Classified	Coded	Collected
Compiled	Corrected	Corresponded	Distributed
Executed	Filed	Generated	Incorporated
Inspected	Logged	Maintained	Monitored
Obtained	Operated	Ordered	Organized
Prepared	Processed	Provided	Purchased
Recorded	Registered	Reserved	Responded
Reviewed	Routed	Scheduled	Screened
Submitted	Supplied	Standardized	Systematized
Updated	Validated	Verified	

Research Skills

Analyzed	Clarified	Collected	Compared
Conducted	Critiqued	Detected	Determined
Diagnosed	Evaluated	Examined	Experimented
Explored	Extracted	Formulated	Gathered
Inspected	Interviewed	Invented	Investigated
Located	Measured	Organized	Researched
Reviewed	Searched	Solved	Summarized
Surveyed	Systematized	Tested	

Teaching Skills

Adapted	Advised	Clarified	Coached
Communicated	Conducted	Coordinated	Developed
Enabled	Encouraged	Evaluated	Explained
Facilitated	Focused	Guided	Individualized
Informed	Instilled	Instructed	Motivated
Persuaded	Simulated	Stimulated	Taught
Tested	Trained	Transmitted	Tutored

Technical Skills

Adapted	Applied	Assembled	Built
Calculated	Computed	Conserved	Constructed
Converted	Debugged	Designed	Determined
Developed	Engineered	Fabricated	Fortified
Installed	Maintained	Operated	Overhauled
Printed	Programmed	Rectified	Regulated
Replaced	Repaired	Remodeled	Simplified
Specialized	Utilized	Upgraded	

Sample Resume



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Name

Current Street Address

City, State, Zip Code

Telephone

Professional Email Address

Helpful Tips:

Font: Times New Roman or Arial

Size: 10-12. No larger, no smaller.

Margins: Do not change.

Education

Include all higher level degrees, starting with the highest. No high school. **Note:** If degree is several years old, Education should follow Professional Experience.

Degree

School

Graduation Date

Professional Experience

Start with most current experience and work backward.

Company Name

Position Title

Illustrate promotions or intra-company movement: **Bold** total time of employment at a company and non-bold sub-dates within each position.

Total Dates of Employment

Sub-Dates of Employment

• Action verb

• Action verb

Position Title

• Action verb

Sub-Dates of Employment

• Action verb

Company Name

Position Title

Dates of Employment

• Action verb

• Action verb

• Action verb

Additional Skills and Certifications

Do not list soft skills (communication, task-oriented, etc.) here.

List any software skills or certifications here.

Activities

List business or leadership group/club involvement here.

The Activities section is optional and should only be used to list related activities in which you're actively involved.

For example: Accounting Club, Vice President; National Society for Collegiate Scholars, Chapter Secretary; Jobs For Youth, Volunteer.