

# Graduate Student Resume GUIDE

A resume is a one-page summary highlighting your most relevant skills and experiences for an employer. The main purpose, along with a cover letter, is to get you in the door for an interview. This is usually your first impression to an employer.

## ► Tips for Success

**Experiences**—For each significant experience, describe your specific duties and responsibilities.

- Describe actions taken and concrete results
- Identify interpersonal or technical skills used
- Provide examples of tasks or projects, including quantified information (number of children taught, size of budget managed, etc.)
- Include any significant accomplishments, achievements, or awards.

**Keywords**—Many employers scan and store resumes into databases which are searched by “keywords” to identify candidates with the skills, experience, and educational background sought for specific positions. Make sure to identify keywords used in the job description and incorporate them into your resume in your experience descriptions and skills.

**Be Clear and Concise**—Spend the time to express yourself as clearly and concisely as possible on your resume. Work with an Academic and Career Advisor to improve your first draft.

**Common Jargon**—Whenever possible, use common or accepted jargon (e.g., MS Word, MS Excel, Access, Mac OS, Java, HTML, etc.). The more you use, the more likely the reader will pick up on important transferable skills you possess.

**Keep it Simple and Clean**—Avoid parentheses, underlining, graphics, abbreviations, borders, italics, lines, columns, or brackets.

## ► Format

- Use one font style throughout the entire resume (Arial, Helvetica or Tahoma).
- Use a font size of 10 to 12 point.
- Left justification only. Margins should be between 0.5”- 1” on all sides.

### WHAT IS A CV?

### HOW IS IT DIFFERENT FROM A RESUME?

A Curriculum Vitae (CV) is a detailed synopsis of your educational and academic background as well as teaching and research experience, publications, presentations, awards, honors, and affiliations. In the U.S., its purpose is to outline your credentials for an academic position, fellowship, or grant. A CV can be 2-4 pages in length.

## ► Action Words

Use these in your experience descriptions to get specific about your actions and accomplishments

Achieved	Engineered	Programmed
Addressed	Ensured	Promoted
Administered	Established	Proposed
Advised	Evaluated	Proved
Analyzed	Expanded	Provided
Anticipated	Expedited	Published
Appointed	Facilitated	Purchased
Appraised	Forecasted	Recommended
Approved	Formed	Recruited
Arranged	Formulated	Redesigned
Assessed	Founded	Reduced
Audited	Generated	Regulated
Avoided	Graded	Rejected
Bought	Guided	Related
Built	Hired	Renegotiated
Calculated	Identified	Reorganized
Centralized	Implemented	Reported
Collaborated	Improved	Researched
Combined	Improvise	Resolved
Communicated	Increased	Reviewed
Complied	Initiated	Revised
Composed	Inspected	Revitalized
Computed	Instructed	Saved
Concluded	Interviewed	Scheduled
Condensed	Invested	Secured
Conducted	Investigated	Selected
Controlled	Launched	Settled
Coordinated	Led	Shaped
Created	Liquidated	Simplified
Cultivated	Localized	Sold
Decentralized	Located	Solved
Decreased	Maintained	Specified
Defined	Managed	Standardized
Delegated	Marketed	Stimulated
Demonstrated	Minimized	Streamlined
Designed	Modernized	Studied
Determined	Monitored	Supervised
Developed	Negotiated	Supported
Devised	Obtained	Surpassed
Directed	Operated	Surveyed
Distributed	Organized	Taught
Documented	Performed	Tested
Doubled	Planned	Tightened
Drafted	Prepared	Tripled
Edited	Presented	Utilized
Eliminated	Prevented	Wrote
Employed	Processed	
Enforced	Produced	

## ► Information to Include

**Heading**—Your preferred first and last name, city and state, email, and phone number.

**Summary**—A one to two sentence preview of who you are and your most relevant skills/experiences for the specific position you are applying to. This is particularly useful for individuals that are doing a career pivot and want to highlight transferable skills.

**Education**—List Fitchburg State University, year of graduation, academic program and concentration, awards and honors, GPA (if over 3.0). Include previously earned degrees, including a Bachelor or Associate degree in the order in which you earned them, most recent to farthest back. You can also include certifications here if relevant to what you are applying to.

**Projects**—If applicable, add a section to highlight projects or research, these can be academic, professional, or personal.

**Experience**—You can also include experience that was not employment if it is relevant like internships, volunteer work, or independent projects. Include your job title, name of organization, dates, and city, state.

**Leadership**—Include title and dates of any leadership roles you have held.

**Skills**—List any computer, language, laboratory skills or relevant field specific skills. You can also choose to include certifications here instead of education in the education section.

### NEATNESS COUNTS!

No typos, grammatical errors or misspellings. Do not rely on 'spell check' function to catch all errors. Aim for a visually pleasing, uncluttered appearance. Try using bullet points for a sense of visual balance.

A professional summary is optional, but particularly useful if your resume is not an obvious fit for the position.

Consider the order of each of your sections, there is no right way to organize your resume, but consider what you want to highlight first. Depending on what you are applying to you may want to highlight work experience first, or skills, or education, think about your reader!

You can include degrees/certificates that are in progress as well, you can put your projected graduation date, write "In Progress" or the number of credits completed.

## Sam Sample

Fitchburg, MA | (978) 555-9988

Sam.Sample@mail.com | www.linkedin.com/in/SampleSam

Highly-motivated MBA student with over 5 years of management experience. Experienced in analyzing marketing needs, developing strategies to improve efficiency, and leading teams toward progress. Proven success in implementing process improvements to elevate performance and maximizing value.

### EDUCATION

**Fitchburg State University**, Fitchburg, MA May 2025  
Master of Business Administration, Concentration: Marketing

**Worcester State University**, Worcester, MA May 2018  
Bachelor of Science in Psychology  
Cumulative GPA: 3.4/4.0

### PROJECTS

**E-commerce Optimization Project** June 2023 – September 2023  
Conducted a comprehensive digital audit on an e-commerce website, identified and analyzed improvement opportunities in website design, content, and UX, and leveraged data from Google Analytics to make optimizations and improve website performance.

**Digital Marketing Research** Fall 2022  
Researched current trends and best practices in digital marketing. Developed and presented a comprehensive report summarizing results to senior management and stakeholders. Created and implemented digital marketing strategy to improve customer engagement and website traffic.

### SKILLS

- **Marketing Tech Stack:** Google AdWords, Google Analytics, SEMrush, Ahrefs
- **Software:** Microsoft Office, Adobe Creative Suite
- **Languages:** French, Haitian Creole

### EXPERIENCE

**Connors Marketing Group**, Leominster, MA May 2023 – September 2023  
*Digital Marketing Intern*

- Developed digital marketing plans and oversaw campaigns for a wide range of clients.
- Implemented improved keyword research and SEO guidelines to improve organic search results for client websites.
- Recommended and implemented changes to marketing tech stack to improve efficiency and cost savings.
- Designed and implemented A/B tests on various platforms to measure campaign success.
- Wrote copy for web pages, blog articles, and offline campaigns.
- Coordinated with external vendors on various campaigns to ensure success.

**Market Basket**, Fitchburg, MA April 2017 – Present  
*General Manager*

- Manage daily operations of the grocery store to meet store goals. Develop strategies to improve customer service, drive store sales, and increase profitability.
- Merchandise products in store displays and endcaps to promote sale items and drive traffic to certain areas of the store. Merchandise based on current market trends and competitive pricing.
- Establish and enforce rules about employee conduct and work performance for store employees.
- Maintain accurate records of product inventory levels, sales figures, and other relevant data to support evaluating store performance.
- Conduct store audits to evaluate customer service, cleanliness, safety program, and security measures to meet company standards.