



News **WAIV** *San Diego State University*

Ring In the New Year with a Revamped Resume!

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New year, new you, new resume! Revamping your resume is your key to success this year. With another year of experience under your belt, take this time to reflect on your accomplishments and the knowledge you gained from your experiences. Overhaul your resume with some action verbs!

Action Verbs

Avoid starting bullet-points with vague phrases like “Assisted” or “Helped”. Those phrases can mean almost anything. Instead ask yourself, how did you assist with something? What exactly did you do? Each key point on your resume should start with an action verb:

<i>Developed</i>	<i>Integrated</i>	<i>Coordinated</i>	<i>Implemented</i>
<i>Piloted</i>	<i>Enforced</i>	<i>Maintained</i>	<i>Scheduled</i>
<i>Published</i>	<i>Facilitated</i>	<i>Adapted</i>	<i>Presented</i>

Additional Do's & Don'ts:

- **Don't** use a resume template, create your own that is attractive and easy to edit.
- **Do** send your resume as a pdf to preserve formatting.
- **Don't** rely solely on spell-check! Have a career counselor review your resume!
- **Do** include a Profile or Summary of Qualifications at the top of the resume, with 4-6 phrases highlighting the skills and qualifications that you want to stand out to the specific employer.

<https://www.wetfeet.com/articles/start-the-year-off-right-with-a-resume-rewrite>



Save the Date!
Spring Career & Internship Fair
will be held on February 21st
from 10 AM – 2:30 PM

Questions? Comments? Please contact Iris Fulgencio at ifulgencio@mail.sdsu.edu or 619-594-1111

Tip of the Month: HOW TO DEVELOP A PROFILE FOR YOUR RESUME

The profile, or summary of accomplishments and skills, is the most important section of your resume.

Employers generally take one minute to scan your resume. Developing a strong profile will increase your chances of moving forward with an interview.

Your profile should include four to six key points, that will interest the employer, encourage them to read on, and make you stand out.

Your profile section should include:

Number of relevant years of experience

Significant accomplishments

Key educational components beneficial to the position

For more tips, watch this video:
<http://www.ehow.com/video/2200244/list-skills-resume.html>