# Economics Career Development Office
## econ.wisc.edu/careers

**Department of Economics**
UNIVERSITY OF WISCONSIN–MADISON

# Resume Resources & Checklist
(Adapted from Vanderbilt University Career Center)

## General Resume Guidelines

☐ A resume is a marketing tool, not a complete job history. Include **only** the items that will help you get the job you want. Leave off superfluous information. Try to **target** your resume to a specific position, industry, or goal.

☐ Your resume should be **one - two** *full* **pages** in length, but preferably one full page.

☐ Your document should look **balanced**, pleasing to the eye, and **easy to read**.

☐ Your resume format (bolding, italics, etc.) **must be consistent** throughout your document.

☐ The body text font size should be **between 10pt** and **12pt**.

☐ Use consistent and **proper punctuation**.

☐ It is not necessary to include a list of professional references nor the statement, "References Available Upon Request." Your reference list should be a **separate** document.

☐ Run a **spell check AND proofread** carefully. Have at least two additional people review your resume.

## Contact Information

☐ **Name:** Make it the largest font on your resume, so your name stands out (16-18 pt). Your contact information can be a smaller font (10-12 pt).

☐ **Address:** Include your permanent address and/or school address.

☐ **Phone number:** Be sure your voice mail sounds professional when you answer.

☐ **Email address:** Avoid using "cute" or inappropriate email usernames.

☐ Include the URL of your website if you have one and **ONLY** if the content is appropriate for employers.

☐ Include a "Public Profile URL" for your LinkedIn page if your profile is complete and professional.

☐ Remove any automatic hyperlinks on your email address and URL.

## Objective *(Optional)*

☐ Keep your objective **short and concise.** Focus on your goal and skills NOT what you hope to gain.

☐ **Eliminate personal pronouns** such as "I" and "my" from your objective and in your resume.

## Education

☐ List degrees in reverse chronological order (most recent listed first).

☐ **Spell out** names of degrees (i.e. "Bachelor of Science", not "BS").

☐ Emphasize your university by placing it **before** your degree and in **bold**.

☐ Include the **city and state** after the institution name (there is no need to include the zip code).

☐ List the month and year of your graduation. (i.e., if you are graduating in May 2018, write "May 2018").

☐ Include GPA if it is 3.0 or above or if it specified in the job posting, and use "GPA" (not "G.P.A."). Round the number up (i.e., 3.25, not 3.249).

☐ If you have completed a study abroad experience, include it in the education section.

☐ If you financed your education, indicate so. For example, "Maintained a 3.5 GPA while working part-time to pay 75% of tuition."

## Experience

☐ List your experience beginning with the most recent position (reverse chronological order).

☐ Include full-time and part-time jobs, paid/unpaid internships or practica, and volunteer work especially if it is related to your desired job.

☐ Use bold print and/or italics to highlight your *job title* and **company/organization name**.

☐ Include **city and state** for employer location, not the complete address.

☐ When listing dates, you may include the **month and year or semester and year** of employment, but be consistent throughout with the format. It is not necessary to include exact dates.

☐ Do **not** include information such as salary, supervisor's name, etc.

☐ List accomplishments and skills gained using **bullet points** instead of writing them in paragraph form.

☐ Use **strong action words/verbs** to describe your experience. Avoid passive phrases such as "responsible for" and "duties included". **Eliminate personal pronouns** (I, me, we) and articles (a, an, the).

☐ Use appropriate **verb tense**. Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.

☐ Include numbers to **quantify** experience where possible. For example, # of employees supervised, $ amount of budget managed, # of workshops taught or projects coordinated, $ amount saved by your ingenuity.

☐ Focus on your accomplishments/results and how you were valuable to past employers instead of your responsibilities. Instead of *"Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors,"* try *"Collaborated with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees in sales strategies, 5 of whom were rapidly promoted."*

## Skills

☐ Include computer and programming skills and name the software programs in which you are proficient.

☐ Include applicable language skills.

## Additional Categories

You may also include some of the following categories if applicable:

- Honors/Awards
- Extracurricular Activities
- Volunteer/Community Service
- Certifications/Licenses
- Course Projects
- Research
- Publications
- Presentations

# First and Last Name

123.456.7890 | email@gmail.com | 123 Home Drive | City, ST 57303

## Education

**University Name**                                                                                                City, ST
Degree // Spell out, ex. Bachelor of Arts                                              Graduation Month, Year
Major: // Different than your degree, ex. Economics
GPA: // If higher than 3.0 you can keep on, otherwise you can omit.
Academic Honors: // ex. Dean's List (2 semesters), or any scholarships you have received
Relevant Coursework: // Optional, limit to ~4. Only include what is **specifically** relevant for the position. If applying for position in public health, can include: Public Health in Urban Communities

## Professional Experience

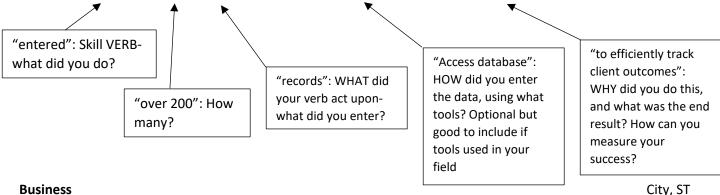**Business**                                                                                                            City, ST
*Position Held/Title*                                                                Start Month Year – End Month Year
- *Explanation of what **exactly** you did there, answering the following and **quantifying**:
- What did you do? How did you do it? What was the purpose/how can you measure success?
- Ex. Entered over 200 records into an Access database to efficiently track client outcomes

"entered": Skill VERB- what did you do?

"over 200": How many?

"records": WHAT did your verb act upon- what did you enter?

"Access database": HOW did you enter the data, using what tools? Optional but good to include if tools used in your field

"to efficiently track client outcomes": WHY did you do this, and what was the end result? How can you measure your success?

**Business**                                                                                                            City, ST
*Position Held*                                                                       Start Month Year – End Month Year
- Explanation of what **exactly** you did there, answering the following and **quantifying**:
- What did you do? How did you do it? What was the purpose/how can you measure success?

## Leadership & Community Involvement

**Organization**                                                                                                      City, ST
*Position Held/Title*                                                                Start Month Year – End Month Year
- Explanation of what **exactly** you did there, answering the following and **quantifying**:
- What did you do? How did you do it? What was the purpose/how can you measure success?

**Organization**                                                                                                      City, ST
*Position Held/Title*                                                                Start Month Year – End Month Year
- Explanation of what **exactly** you did there, answering the following and **quantifying**:
- What did you do? How did you do it? What was the purpose/how can you measure success?

## Skills

**Technical:** Excel (Proficient), Java (Basic), WordPress, STATA // Reserved for **hard** skills only.
**Languages:** English (Fluent), Chinese (Native) // Can include even if basic. This section is optional. If you don't have specific technical or language skills to highlight, you don't need to include this section.

*\* An employer can only determine if you're a great candidate based on what you tell them, so it's important to include all of these details on what you did, how you did it and why it was important.*

# Janet Yellen

(123) 456 – 7890 | jyellen@wisc.edu | 123 State Street, Madison, WI 53706

## Education

**University of Wisconsin-Madison**                                                                                   Madison, WI
*Bachelor of Science*                                                                                                          May 20XX
Majors: Economics & Political Science | Certificate: Development Economics
GPA: X.X/4.0
**Relevant Coursework**: Data Visualizations, Introduction to Marketing, Behavioral Economics

## Project Experience

**Data Analysis & Visualization (Economics Course), University of Wisconsin-Madison**          Madison, WI
*Tax relationships in OECD countries (class project)*                                              January 2020 – April 2020
- Visualized and analyzed the relationship between tax on personal income, unemployment rate, and working time in industries of 20 Organization for Economic Co-operation and Development (OECD) countries into Tableau to examine the organic relationships
- Enhanced research skills by collecting the data from an external website and communicated clearly in my final paper presenting the hypothesized results as a visual graph

## Work Experience

**Wisconsin Housing and Economic Development Authority**                                                 Madison, WI
*Single Family Housing Intern*                                                                                  June 20XX – Present
- Analyzed escrow disclosures by reviewing property taxes, hazard and flood insurance certificates, and mortgage insurance payments to ensure proper payments
- Reviewed and entered hundreds of loan documents including mortgages, assignment of mortgages, insurance certificates, escrow disclosures, and others to ensure they were complete and correct
- Provided administrative support and performed 3 projects for the loan servicing team

**Memorial Union, University of Wisconsin-Madison**                                                         Madison, WI
*Dining Facility Cashier*                                                                             September 20XX – April 20XX
- Managed over 100 transactions per day and communicated with customers to ensure a positive dining experience
- Trained 4 new employees on utilizing payment technology and best practices for resolving customer concerns

## Leadership & Community Involvement

**LEAD@Econ**                                                                                                              Madison, WI
*Mentor*                                                                                                        September 20XX – Present
- Selected to support a freshman student by providing advice and resources for pursuing academic, career, and life goals at bi-monthly meetings
- Engage in monthly leadership trainings with over 50 students to grow in personal and professional development

**Habitat for Humanity – UW-Madison Chapter**                                                               Madison, WI
*Global Village Committee Member*                                                                September 20XX – May 20XX
- Collaborated with a team of 3 to compose a grant proposal which was presented to the UW-Madison committee and successfully secured a $4,000 grant
- Promoted event through social media campaigns on Facebook and Instagram and raised over $8,000 across 7 committee members social media, print, and email
- Travelled to El Salvador in May of 2015 to help construct a home for a family in an impoverished village

## Skills & Interests

**Technical:** Excel, PowerPoint, Tableau, Tableau prep, STATA
**Language**: Spanish (elementary)
**Interests:** Travel (national parks) | Skiing | Wisconsin Athletics | Steven Levitt | Agatha Christie Novels | Cooking

# Power Verbs

## Working with People

The following lists are divided into categories to help you find some great, active verbs to help the descriptive lines on your resume stand out. Try to begin each of your descriptive lines with an active (or "Power") verb. Remember to use past tense verbs for previous experience. For current activities, you can also use the present tense (i.e. Supervise, not Supervising) if you prefer. This list is just a beginning - to give you ideas of where to start.

## Communication (Writing and Public Speaking)

Address
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Entertain
Exhibit
Explain
Express
Illustrate
Interpret
Interview
Investigate
Lecture
Perform
Plan
Present
Promote
Proofread
Read
Relate
Relay
Report
Review
Revise
Speak
Summarize
Survey
Translate
Transcribe
Write

## Teaching/Advising

Advise
Aid
Correct
Counsel
Demonstrate
Display
Encourage
Enhance
Enlist
Ensure
Grade
Guide
Help
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide
Rate
Steer
Suggest
Support
Teach
Test
Train
Tutor

## Public Relations

Advertise
Advocate
Attend
Coordinate
Convince
Deal
Dispense
Disseminate
Distribute
Fundraise
Handle
Influence
Lobby
Persuade
Poster
Publicize
Publish
Recruit
Screen
Seek Out
Sell
Service
Target

## Interpersonal Relations

Acclimate
Accommodate
Adapt
Answer
Anticipate
Assist
Assure
Bargain
Care
Coach
Collaborate
Confer
Confront
Consult
Converse
Critique
Develop
Encourage
Familiarize
Form
Foster
Fulfill
Gain
Handle
Implement
Inform
Interact
Intervene
Join
Listen
Litigate
Mediate
Model
Motivate
Negotiate
Participate
Provide
Recommend
Reconcile
Rehabilitate
Represent
Resolve
Share
Suggest
Treat
Understand

## Administrative/Management

Accelerate
Accomplish
Achieve
Act
Administer
Allocate
Approve
Assign
Assess
Attain
Benchmark
Chair
Commend
Compromise
Consolidate
Control
Delegate
Direct
Enforce
Entrust
Expedite
Govern
Head
Hire
Improvise
Initiate
Institute
Judge
Lead
Maintain
Manage
Moderate
Monitor
Officiate
Order
Oversee
Prescreen
Preside
Prioritize
Produce
Prohibit
Refer
Regulate
Run
Set-up
Start
Streamline
Strengthen
Supervise

# Power Verbs

## Working with Data and Things

| General (Miscellaneous) | Research/Analysis | Numbers/Finance | Organization | Development | Creating/Generating |
|---|---|---|---|---|---|
| Act | | | | | |
| Apply | | | | | |
| Anticipate | | | | | |
| Change | | | | | |
| Check | Acquire | | | | |
| Contribute | Analyze | | | | |
| Cover | Classify | | | | |
| Decide | Collate | Abstract | | | |
| Define | Collect | Account | | | |
| Diagnose | Compile | Add | | | |
| Effect | Conduct | Appraise | | | |
| Eliminate | Deliver | Audit | | | |
| Emphasize | Detect | Budget | | | |
| Establish | Determine | Calculate | Appraise | Adjust | Activate |
| Facilitate | Discover | Collect | Apply | Assemble | Complete |
| Forecast | Dissect | Compute | Arrange | Build | Compose |
| Found | Evaluate | Decrease | Balance | Compose | Conserve |
| Give | Explore | Determine | Catalog | Customize | Construct |
| Learn | Examine | Divide | Categorize | Develop | Contract |
| Navigate | Formulate | Enter (data) | Connect | Design | Create |
| Offer | Gather | Estimate | Coordinate | Devise | Discover |
| Perform | Identify | File | Define | Enlarge | Draft |
| Propose | Inspect | Finance | Edit | Format | Draw |
| Receive | Investigate | Formulate | Establish | Implement | Engineer |
| Refer | Locate | Increase | Facilitate | Improve | Execute |
| Referee | Name | Insure | File | Innovate | Expand |
| Register | Obtain | Inventory | Group | Install | Generate |
| Reinforce | Observe | Invest | Issue | Invent | Inaugurate |
| Resolve | Pinpoint | Market | Modify | Fix | Landscape |
| Respond | Prepare | Maximize | Orchestrate | Function | Launch |
| Retrieve | Prioritize | Minimize | Organize | Make | Modify |
| Save | Receive | Multiply | Overhaul | Manufacture | Mold |
| Select | Research | Process | Place | Navigate | Produce |
| Serve | Specify | Project | Prepare | Operate | Reconstruct |
| Set | Survey | Purchase | Program | Propose | Redesign |
| Simplify | Test | Record | Qualify | Refinish | Remodel |
| Study | Trace | Reduce | Reorganize | Renovate | Shape |
| Take | Track | Solve | Rewrite | Repair | Synthesize |
| Travel | Verify | Quantify | Schedule | Restore | Transform |