

How to Write Each Section

Firstlook resume guide for first- and second-year undergrads | firstlook.nodej.app

THE BULLET FORMULA

Action verb + what you did + result or number

Start with a strong past-tense verb (present tense for current roles). Say what you actually did, then prove it with a number: people, dollars, hours, %, rank or size. No “I,” no “responsible for.” Keep each bullet to 1 line, 2 at most.

SECTION BY SECTION (IN THIS ORDER)

- 1. Header:** Name, city/state, school email, phone, LinkedIn (optional), then one school line: University · Degree in Major · Expected Month 20XX, so recruiters see school and grad year at a glance. No summary, objective, photo or age.
- 2. Key Skills:** Exactly 8 skills, 1–3 words each, in 2 rows of 4. Mix hard and people skills that match the posting.
- 3. Key Projects:** 2–3 class, club, personal or volunteer projects. Name it, give context and date, then 1–2 formula bullets each.
- 4. Experience:** Part-time, summer and campus jobs count. Add a Leadership & Activities sub-block for clubs, teams, volunteering.
- 5. Education:** University, then “Candidate for B.A. in [Major], Expected May 20XX” so your major is clear. Add a Relevant Coursework line with 3–5 courses that fit the role, then an Activities line for clubs, campus groups and teams not already under Experience. Honors and GPA (if 3.0+) are optional. Leave high school off.
- 6. Technical Skills:** The full list, grouped: Software, Programming/Data, Design/Media, Languages. Add levels: basic, proficient, fluent.

STRONG VERBS TO START WITH

Lead: Led, Organized, Coordinated, Founded, Recruited, Trained, Mentored, Chaired, Directed

Build: Built, Created, Designed, Developed, Launched, Wrote, Produced, Programmed, Drafted

Analyze: Analyzed, Researched, Surveyed, Measured, Tracked, Compared, Evaluated, Tested, Mapped

Improve: Improved, Reduced, Increased, Streamlined, Simplified, Fixed, Redesigned, Cut, Saved

Serve & communicate: Served, Assisted, Resolved, Tutored, Presented, Pitched, Translated, Negotiated, Promoted

Manage: Managed, Balanced, Budgeted, Scheduled, Planned, Raised, Allocated, Reconciled, Prioritized

THREE BEFORE & AFTER REWRITES

Job

- **Before:** Worked at a coffee shop and helped customers.
- **After:** Served 250+ customers per weekend shift and trained 6 new hires on the register and drink recipes

Club

- **Before:** Was in charge of events for the economics club.
- **After:** Organized 4 alumni career panels for the Economics Society, drawing 80+ students per event

Project

- **Before:** Did a group project about minimum wage for class.
- **After:** Cleaned 10 years of labor data for 12 states in Python; paper ranked first of 18 teams

FINAL CHECKS BEFORE YOU SEND

- Exactly one page, 10.5–11 pt font, nothing cut off. Same date format and alignment everywhere.
- Most recent first in every section. No tables, text boxes, icons or photos, so applicant tracking systems can read it.
- Every bullet starts with a verb and most have a number. Read it aloud and check spelling twice.
- Save as a PDF named First-Last-Resume.pdf, then get it reviewed at your campus career center.