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| **Text  Description automatically generated** | **RESUME RESOURCES*****How to Write Resume Content*** |

**Resume content should:**

* Describe **major achievements** and **skills developed** through experience
* Emphasize **skills**, **experience**, and **qualifications** from the job description
* Begin with an **action verb** at the beginning of each statement, using a variety of verbs if possible
* Use **numbers and metrics** where appropriate to **illustrate your** **impact/outcomes**

*Example: Managed social media and website content, increasing website traffic by 20%*

* Be in **bullet point** format

**To develop resume content, think about:**

1. **What you did** (tasks, duties, special projects, skills used)
2. **How you did it** (the skills/abilities you used/developed that relate to the desired position/employer)
3. **Why it matters** (the outcomes or impact you had that relate to the desired position or employer)

**EXAMPLES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **WHAT DID YOU DO?***What duties/tasks did you complete?* | **HOW DID YOU DO IT?***What skills/abilities did you use or develop?* | **WHY DID IT MATTER?***What was the impact/outcome?* | **RESUME BULLET POINT***Start with an action verb and put it all together* |
| Made speeches and gave presentations | * Research
* Presentation creation
* Public speaking
* Engage audience
 | Educating public about sustainability initiatives | Researched and delivered 8 engaging presentations to educate the public on their role in sustainability initiatives.  |
| Collected water samples  | * Working independently
* Attention to detail
* Following protocols
 | Ensuring accuracy of samples | Collected water samples independently, ensuring accurate supply for scientists. |
| Folded and straightened clothing displays  | * Organization
* Teamwork
* Efficiency
 | Maintaining displays in fast-paced retail environment  | Collaborated with teammates to organize and maintain clothing displays in a fast-paced retail environment. |

**What will this look like on the resume?** *Use the content as a bullet point on your resume.*

*For instance:*

**Watershed Monitor Intern**, Whatcom Water Conservation District, Bellingham, WA *Jun-Aug 2021*

* Collected water samples independently, ensuring accurate supply for scientists.
* [insert additional bullets here as relevant]