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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:**

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| --- | --- | --- | --- |
| **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]