

Graduate Your Resume

Resumes, like their owners, undergo several stages in a lifetime—and it's critical to make sure your resume reflects your current skills and talents. While pursuing a graduate education, it is equally critical for students to “graduate” their resume to that of a graduate student to properly identify and reflect your skills gained as a graduate student and other experiences.

The check list below can be used to evaluate and revise common major sections of your resume.

Identifying and Contact Information

- Your resume includes your name, phone number, email address, and LinkedIn profile
- The email address is professional, and not overly complex or strange to read
- The resume does not include your address*

Note: Sometimes, it is relevant to highlight where you live. In such a case, you can include your city/county and state of residence.

Education

- Your education section lists the degree type (BA, BFA, MA, MFA) and the name of the degree along with the year it was earned. Date ranges of your education, your GPA, and any mention of graduating with honors or *cum laude* are removed.
- Your high school and/or high school diploma is removed

Professional Experience/Work History

- Your listed work experience is that of relevant work history to the position you are applying to—even if this creates the illusion of a gap.
- Your work experience or work history includes the company, your position, and a bulleted list of what you did in the position
- Each position's bulleted list starts with an action verb, emphasizing what it is you actually did. See example and list of action verbs below.

Additional Sections for Consideration

- Any publications should be included in a Publications section. This can include a master's thesis, co-written papers, and publicly available blog posts
- Any awards for academic achievement, or earned in a workplace, should be included in an Awards and Accomplishments section
- Any memberships to academic or professional organizations, including fraternities and sororities, honor societies, or other groups should be included in a Professional Organizations section
- It may be appropriate to add a Personal and/or Interests section—evaluate where you are applying, and if the culture would welcome such a section that details hobbies, interests, or other activities

Using Active Verbs in the Work Experience Section

Before:

United Nations Climate Change (UNFCCC Secretariat)

June 2021 - Dec. 2021

Communication and Engagement Intern

- Outreach and communication (email, newsletters, virtual meetings) with existing and new partners (organizations, events, companies) to promote the Climate Neutral Now initiative, climate ambition, carbon footprint development, and the wider Global Climate Action area of work
- Side events and presentations during UNFCCC COP 26 (Glasgow)
- Handle pledges and reports from existing participants in Climate Neutral Now
- Weekly meetings of the Entertainment Net Zero Accord initiative for the film/TV industry
- Use templates, forms, and databases to assist new interns during on-boarding
- Research activities in testing the Green Events Tool's carbon footprint calculator

After:

United Nations Climate Change (UNFCCC Secretariat)

June 2021 - Dec. 2021

Communication and Engagement Intern

- **Orchestrated** outreach and communication (email, newsletters, virtual meetings) with existing and new partners to promote Climate Neutral Now initiative, climate ambition, carbon footprint development, and the wider Global Climate Action area of work
- **Supported** organization of events and presentations during UNFCCC COP 26 (Glasgow)
- **Processed** pledges and reports from existing participants in Climate Neutral Now
- **Attended** weekly meetings of the Entertainment Net Zero Accord initiative for the film/TV industry
- **Created** templates, forms, and databases to assist new interns during on-boarding
- **Assisted** development of research activities in testing the Green Events Tool's carbon footprint calculator

Example Active Verbs

Verbs that emphasize leadership:

- Administered
- Arranged
- Chaired
- Coordinated
- Directed

Verbs that emphasize creation, bringing a project to life:

- Formulated
- Implemented
- Incorporated
- Initiated
- Instituted

Verbs that emphasize increased efficiency, productivity:

- Reduced
- Saved
- Stimulated
- Sustained
- Yielded

Verbs that emphasize changes or improvements:

- Converted
- Customized
- Digitized
- Integrated
- Merged

Verbs that emphasize research and analysis:

- Examined
- Explored
- Forecasted
- Identified
- Interpreted