

Preparing the Résumé “What I Did” List

(With thanks to Professor Michael Montefusco)

1. For each position held (including “student”), **list every activity you performed**. Each activity must begin with an **action verb**. Do not use “responsible for” or other similar non-action terms.
2. Once you build this list, **sort** the list into categories, and then **label** the categories: for example, “management skills,” “information gathering skills,” “technology skills.”
3. **Prioritize** the lists. For instance, of everything listed under “customer service skills,” which one is most important? What’s second-most important? And so on.
4. **Update** the list regularly—at least every semester. Set your own “due date.”
5. When you begin the job search, look at the **key terms** in the advertisement or job description, and look for the WIDL categories that most closely match the key terms. You can rename the categories at this point! Choose the three or four most relevant categories to put on your résumé and put them in priority order. Space permitting, list the first four or five items under each category from your WIDL.

A résumé based on a WIDL list (emphasizing your actual experiences and capabilities) usually follows this order:

- contact information
- very brief objective, if applicable
- most relevant category and skills
- second most relevant category and skills
- third most relevant category and skills, etc.
- educational credentials
- work history (job titles, employers, and dates only)

(*Note that educational credentials and work history can switch, depending on which is stronger)

- references available upon request

Remember that your résumé may change depending on the specific requirements of a job! Do not send out “blanket” résumés.