

# 8 Grammar Tips for Resume Writing

Need some help honing your English grammar skills while writing your resume? Check out these grammar tips!



## Avoid Personal Pronouns

Personal pronouns include words such as : I, me, my, and we. When you are starting your bulleted phrases, get right into your experience by removing personal pronouns.



I edited a 50 page document with my skills in Microsoft Word's track changes



Edited a 50 page document using Microsoft Word track changes feature



## Capitalize Proper Nouns

Capitalize names of schools, cities, institutions, programs, and certificates. In addition, in your education section, capitalize the name of your degree, major, and certificates and minors.



bachelor of arts, in english, rhetoric and professional writing



Bachelor of Arts in English, Rhetoric and Professional Writing



## Take Charge With Active Voice

Passive voice weakens the impact of your phrases. Typical cues of the passive voice include words such as was, were, be, by, and been. In your bulleted phrases, make a strong case for your work with the active voice.



50% growth of sales was received by our 4 person team



Grew sales 50% with a team of 4 other students



## Reduce Wordiness

It's important to make the most of your (often) one-page limit. The following common phrases can be cut down to reduce wordiness.



has the ability to



can



in the near future



soon



make a choice



choose or decide



despite the fact that



although or even though



## Spell Out Abbreviations

Employers may not know what an abbreviation stands for, which can reduce your resume's impact. Any time you include an abbreviation on your resume, list out the full name for potential employers.



Led a group of 40 EVST LC students



Led a group of 40 Environmental Studies learning community students



## Use Parallelism to Make Your Phrases More Consistent

When you are listing multiple tasks, programs, or items, keep them consistent to reduce confusion. This error most often occurs when listing verbs in one bulleted statement.



Created, edit, and post content on 3 social media channels



Created, edited, and posted content on 3 social media channels



## Use Correct Verb Forms

When you are writing about an experience in the past, make sure to use past tense verbs. When you are describing a current experience, write in present tense. Use simple present and simple past tense instead of verbs ending in -ing or verbs with "have/had" in front of them.



Creating content



Creates content



Have created content



Created content



## Be Precise with Punctuation

Do not use commas to connect two independent clauses (a complete thought with its own subject/verb). Often, phrases connected with commas can be split into two bullets.



- Created content for 3 social media channels, edited captions for posts using Microsoft Word



- Created content for 3 social media channels
- Edited captions for posts using Microsoft Word

**Want more help with your resume? Stop by the Bearcat Promise Career Studio (TUC 310 or Virtually on Microsoft Teams) to get help from a Peer Career Coach! Our walk-in hours are: Monday–Thursday 9–4:30 and Friday 9–3.**

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