

First & Last Name

Street Address • City, State Zip

Phone number • Email address

EDUCATION (Headings such as Education or Objective DO NOT belong in bold.)

Institution, City, State

Graduation Month Year

Degree (Bachelor of Science in...), Minor or Emphasis in **one, two...**

GPA: 3.0/4.0

GPA: list if 3.0/4.0 or higher if within 2-3 years after graduation

Other possible information to include: Study Abroad experiences, Relevant Coursework

EXPERIENCE, RELEVANT EXPERIENCE, INTERNSHIP EXPERIENCE [possible titles/descriptive headings]

Ideally, a resume is about accomplishments and contributions, not responsibilities. If you have an accomplishment that may be phrased as a number (Sold 110% of quota or saved \$250,000) then that is the first thing in bold.

Organization, – City, State (not in bold)

Month Year - Month Year

What the company does unless it is obvious (Bank, Insurance, etc.)

Your Job Title (Do not highlight unless directly related to position sought)

- The position header above is one example of formatting. Other formats can include using two lines or rearranging the order of the Organization, Job Title, Location, and Dates to emphasize the most important elements, just be consistent.
- Start with a strong action verb, then follow with an explanation of what you were doing, describe how you did it, and, when possible, include any outcomes that you achieved. Remember, statements should ultimately convey your proficiency in one or more skill sets of interest to the employer by way of providing an example of how they were impactful – be specific. These should be short, one or two line statements.
- Consider the following questions to help you create more effective bullet points: What was the result/outcome of your work? What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? How does this experience relate to your internship/employment goal?
- List the items of significance to the job you are seeking and of which you want to talk about. Anything on your resume is fair game during the interview. Do not list items you do not wish to discuss or that do not support the job you are seeking.
- Bulleted statements should be in the proper tense (past or present tense) and use consistent grammar and punctuation. Do not use first person.
- Make sure your resume is easy to read and not too text heavy. Avoid using colors, multiple fonts, pictures, being too brief, or making it too dense. Make it your own, but be professional.

ADDITIONAL SKILLS (List skills that are testable and concrete. Soft skills such as communication, organizational, and interpersonal skills should not be listed here, but rather incorporated through demonstration in your bulleted statements)

Technology: Try to include programs that would not be assumed based on education and include your proficiency level. For example: Advanced User of Microsoft Word, Outlook, Excel, and PowerPoint, as well as Adobe Photoshop

Languages: For example: Proficient in oral and written German; Beginning knowledge of Spanish

LEADERSHIP, HONORS, ACTIVITIES, PROFESSIONAL DEVELOPMENT [possible titles/descriptive headings]

Organization, Role (e.g. Member, Participant, Honoree...) – City, State

Month Year - Month Year

KEY ELEMENTS OF A SUCCESSFUL RESUME (Seniors and Graduates)

- Emphasize your transferable skills, those that can be taken from one experience and applied elsewhere
- These sections provide an opportunity to share your experiences as a leader, honors received, athletic achievements, community involvement, professional development activities, or membership in organizations. As illustrated, replace —job title with the role you played
- Including bullet points is optional, depending on what you wish to convey to a potential employer
- Scholarships, or Academic Awards and Honors. After your first two years of full time employment, course work, scholarships, and other activities with the exception of inter-collegiate sports should be removed

NOTE:

If it is on your resume you have given the interviewer tacit permission to ask you detailed questions for which there will be an expectation of a detailed answer; keeping that in mind do not put anything on your resume that you are not prepared to discuss in depth. For most managers your resume is the tool they will use to manage the interview. Rehearse your answers with someone that will tell you the truth.