



Resume Writing

A resume is a targeted personal marketing document that summarizes your education and experiences to highlight your qualifications as they relate to the job (part or full-time jobs, internships, leadership positions, scholarships, etc.) you are seeking. It is also a way to obtain an interview.

Sales Zone: The top two thirds of a resume is where the most relevant information should appear.

Reinforce Zone: The bottom third of the page is where you provide supporting evidence. Don't bury information in this section that is required for the job for which you are applying.

Design and layout matter. Do not use templates—they are often outdated, can't be scanned through an ATS, and they can be difficult to personalize. Highlight skills at the bullet rather than burying them within the phrase. Recruiters may spend as little as six seconds on an initial review of your resume.

TYPES OF RESUMES

Chronological (sample, p. 3)

Use when experience, education and activities are relevant to your career goals; previous job titles or company names are impressive; job history shows growth or emphasizes related accomplishments. Warning: This style makes non-impressive job titles and frequent career changes clearly visible.

Functional/Skills (sample, p. 3)

Use to deemphasize irrelevant job titles and work history in order to draw attention to transferable skills. Draw on all sources of experience (jobs, volunteering, activities and coursework) to describe skills. Warning: This style draws attention to an absence of related experience.

Combination (sample, p. 4)

Combine aspects of chronological and functional formats to emphasize work and skills/accomplishments equally.

RESUME CONTENT

Header

- Include full name, email and phone number
- Include city, state and zip code, leave off physical address
- Email should be professional, contain your name and not be work-related (remove underline)
- Include link to portfolio, website or LinkedIn if applicable
- Name will be bolded 18–22 pt font, content 11–12 pt

Summary of Qualifications

The Summary of Qualifications should consist of 3 to 5 bullets that communicate an overview of your experience, successes, talents, personal traits and skills. This quickly markets your skills and personal traits to an employer.

Do not lie, exaggerate or misrepresent yourself. Highlight your experience and accomplishments based on solid facts. Do not repeat information from your cover letter, state the obvious or narrow your opportunities too much.

Education

List in reverse chronological order (present to past) and include GPA if 3.0 and above; do not round up. You may include the following categories in this section, but consider creating a separate section if you have more than three in the category:

- Awards, honors and scholarships
- Travel Study or Study Abroad experience
- Special training, certifications or workshops

Experience

List your experience in reverse chronological order (present to past). Decide whether to list job title or employer first and be consistent. Create both Related Experience and Other Experience sections to move more related positions to top. Use bullets to communicate successes, starting each with an action verb that communicates a related skill. (See Action Verb list in this packet). Incorporate numbers to quantify outcomes when possible.

Activities, Honors and/or Research

These sections are optional and may be combined or listed in separate sections depending on how many of each you have. List activities that demonstrate job-related or leadership skills and memberships in career-related organizations. Do not just list an organization because you paid dues as you should be prepared to talk about your involvement in an interview.

Key Skills

Include skills that align with job description. Consider including Computer, Foreign Languages, Personal and/or Certifications. For some majors, certifications should be listed higher on the resume.

Miscellaneous

Consider including service, publications, presentations, willingness to travel or relocate and date of availability. While interests demonstrate uniqueness, weigh their relevance.



OFFICE OF CAREER PLANNING AND DEVELOPMENT

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@utmcareer



References

Do not list “Available upon request” on your resume. Prepare a separate page and list 3 to 5 references, using the same name format as your resume. Always obtain permission and keep references informed of the positions you are pursuing. Include the following information (sample, p. 4):

- Complete name (using Mr., Ms. or Dr.)
- Job title and name of the organization
- Work address
- Email address and phone number (identify if office or cell)

Choosing your references

Ask people who have the knowledge to speak highly of your past work performance (job, class work, research, etc.), and ask them if they have the time to serve as a positive reference. Work supervisors or organization advisors are ideal. Colleagues are appropriate if you worked on a team project together. Character/personal references should only be provided if requested or if your choices are limited.

Educating and informing your references

Provide a copy of your resume to your references so they may speak intelligently about your past experiences. Inform them of the kind of positions you are seeking. Coach them about the skills and strengths you would like them to emphasize. Notify them of positions for which you apply so they may anticipate the call. Thank references and notify them when you accept a job.

ON YOUR RESUME, DO...

- Update and change content for each position.
- Keep to one page if have less than 10 years of experience.
- Omit high school information by mid sophomore year.
- Use bullets, not blocks of text to encourage readability.
- Communicate skills through bulleted statements.
- Prepare a separate reference page.
- Tell the truth 100% of the time.
- Have at least three people proof it:
 - Career Planning and Development professional
 - Professional in the field (professor or supervisor)
 - Personal “cheerleader” (family, friend or mentor)

ON YOUR RESUME, DON'T...

- Use a generic template or poor formatting
- Make it too long
- List JUST your job title, company and dates
- Use pronouns (I, my, etc.)
- Date or title it “RESUME”
- Introduce anything that could be perceived as a negative
- Refer to religion, political party or national origin (Consider using general terms to indicate experience in these areas.)
- Include salary information
- Forget to proofread
- List references on your resume
- Use unprofessional email address
- Include gender, social security number, high school info (unless relevant), marital status, height/weight, birthday
- Include a picture

There are exceptions to these recommendations depending on your industry of interest or if you are applying in another country. Research your industry and network to confirm any unique approaches in the job search that you need to implement.

EMAILING YOUR RESUME

Prior to emailing a resume, inquire as to what file type the employer prefers. Typically, the best formats are the following:

PDF: A Portable Document File (PDF) is a common option as the document’s format won’t change when opened on another’s computer. Save as a PDF, rather than print/scan.

DOCX/DOC: This format is widely used and accepted. It allows for effective formatting and is a good option if the employer uses MS Word or has compatibility software.

RTF: A Rich Text Format (RTF) is more versatile as it isn’t specific to a program (MS Word). It preserves common formatting but doesn’t allow as many options as a DOCX.

TXT: To insert your resume into a website text box, have a Text File (TXT) version available. Edit your resume in Notepad to create a version with no formatting (italics, bold, etc.).

Type position title and/or job number in subject line. Use the body of the email to professionally and briefly introduce yourself. Let the reader know what documents are attached and note when you will follow-up. Check that documents are attached before sending.

UPLOADING YOUR RESUME TO COMPANY WEBSITES

Due to the number of applications companies receive, many resumes are screened first by an Applicant Tracking System (ATS). This means that your resume must be in a format the software can read (DOCX, DOC and PDF are safest options) and rich with key words relevant to the position for which you are applying. Use common fonts it can read and avoid putting content in tables or the header/footer.

Despite your efforts to create a visually pleasing resume, some employers will ask that you simply cut and paste text into a text box. To do this, create a resume in Notepad where all formatting is stripped from your document. Everything will be left justified. Use all caps for headers and use asterisks or hyphens to identify bulleted information. See more ATS tips on p. 6.

MAILING YOUR RESUME

Though not typical in today’s job search, be prepared to mail your resume. Print your documents on resume paper. Stack your cover letter over your resume and paper clip (do not staple). Insert into a large manila envelope that does not require that you fold the documents. Check for correct postage.

RESUME CHECKLIST/WORKSHEET

Use the Resume Checklist on p. 8 to make sure you have included everything you need on your resume. Consider using the worksheet on pp. 9 and 10 to brainstorm content.

FUNCTIONAL RESUME

Martin, TN 38237 | 731.123.1234 | function@utm.edu

HIGHLIGHT OF QUALIFICATIONS

- Creative with experience developing marketing solutions
- Effective and professional communicator (verbal and written)
- Relationship builder recognized for interpersonal skills
- Technically savvy including web design and social media

EDUCATION

University of Tennessee at Martin; Martin, TN | *Bachelor of Arts, English;* May 20xx

- Marketing Minor
- GPA: 3.80/4.00

Dyersburg State Community College; Dyersburg, TN
Associate of Science, Accounting; May 20xx

KEY SKILLS

Creativity

- Created custom designed logo and promotional materials
- Designed weekly flyers to advertise social functions
- Applicable course work: advertising and public relations

Writing

- Wrote, edited and distributed monthly newsletter for academic honor society
- Promoted organization state-wide through press releases
- Applicable course work: business writing

Interpersonal

- Coordinated publication of newsletter with 11 fraternities, Greek Life Office, and printing company to meet deadlines
- Exceeded goals for campus newspaper ad sales
- Communicated via phone and face-to-face with patrons interested in learning about organization
- Applicable course work: personal selling, organizational behavior and persuasive discourse

Computer

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Design experience with Adobe Photoshop and Illustrator
- Proficient in social media: Facebook, Twitter, Instagram and Hootsuite

EXPERIENCE / ACTIVITIES

Social Fraternity; Martin, TN | *Publicity Chair;* Jan 20xx - Present

Weakley County Press; Martin, TN | *Sales Representative;* Sept 20xx - Present

Phi Kappa Phi; Martin, TN | *Secretary;* Mar 20xx - Feb 20xx

National Kidney Foundation; Arcata, CA | *Intern;* Jan 20xx - Apr 20xx

CHRONOLOGICAL RESUME

chronological@utm.edu | 731.123.0000 | linkedin.com/in/chronoresume
Martin, TN 38237

SUMMARY OF QUALIFICATIONS

- Energetic college graduate seeking Public Relations Assistant Director position
- Innovative thinker with strong creative problem-solving and analytical skills
- Strong communicator (verbal and written), experienced in technical writing, blogging and presenting
- Technologically savvy; proficient in using social media marketing strategies

EDUCATION

University of Tennessee at Martin (UTM); Martin, TN

Bachelor of Arts, Public Relations; May 20XX

- GPA: 3.5/4.0

EXPERIENCE

UTM Career Services; Martin, TN

Social Media Intern; January 20XX—Present

- Create and schedule Facebook, Twitter and Instagram posts, increasing links to website 65%
- Collaborate with supervisor to develop Facebook ads
- Develop social media standards for organization

Social Sorority; Martin, TN

President; March 20XX—Present

- Direct 10-member executive council to achieve chapter/national goals
- Assess ideas and make recommendations for implementation
- Served as liaison to 225-member organization and national organization VP of Marketing; March 20XX—February 20XX
- Created, implemented and maintained social media and website
- Managed print and promotional item design, printing and distribution
- Communicated effectively with members, University administration and national representatives

We Are Hip Inc.; Nashville, TN

Sales Manager; Summers Breaks 20XX & 20XX

- Supervised five sales clerks
- Initiated new reward program for clerks, resulting in increased sales both summers
- Maintained budget, inventory and payroll

TECHNICAL SKILLS

General Software: Proficient in Microsoft Word, Excel, PowerPoint & Publisher

Design: Proficient in Adobe Photoshop, InDesign and Illustrator

Social Media: Proficient in Facebook, Twitter, Instagram and Hootsuite

COMBINATION RESUME

Martin, TN 38237 | (731) 123-1234 | combo@utm.edu

SUMMARY OF QUALIFICATIONS

- Detail-oriented, comfortable editing both technical and creative pieces
- Creative writer with published short stories and poems
- Dynamic communicator whether speaking to small or large groups or individuals
- Culturally aware with international travel experience, comfortable building rapport with diverse groups of people

EDUCATION

University of Tennessee at Martin, Martin, TN | *Bachelor of Arts*; May 20XX

- English Major
- Theatre Minor
- GPA: 3.5/4.0 | Dean's List: Six (6) semesters

Study Abroad, London, England; Dublin, Ireland | Spring Break 20XX

WRITING EXPERIENCE

Weakley County Press; Martin, TN | *Editor Intern*; April 20XX – Present

- Proof incoming articles for weekly newspaper
- Write editorial pieces on national, local and campus events
- Create short stories for entertainment section bi-weekly

Happy Summer Camp; Smallville, OH | *Creative Asst.*; Summers 20XX, 20XX

- Wrote, directed and produced student play
- Supervised, edited and compiled 50 campers' creative writing
- Critiqued and creatively enhanced camp newsletter

KEY SKILLS

Writing

- Edited faculty research paper to be published nationally
- Wrote 4 short stories and 3 poems (published in University magazine)
- Produced dynamic script for 5 team members for class presentation

Creativity

- Participated in traveling improv group, awarded regional recognition by *Weakley County Press*
- Designed and presented history of film presentation to audience of 300
- Created posters, flyers and social media ads to promote six sold-out shows

Computer

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Experienced using social media: Facebook, Instagram and Twitter
- Working knowledge Adobe (InDesign, Illustrator, Photoshop)

OTHER EXPERIENCE

BeanSwitch, (literary magazine), Martin, TN | *Contributor*; Spring 20XX
Dr. Jane Doe, Martin, TN | *Undergraduate Research Assistant*; Fall 20XX
FunnyBone, Union City, TN | *Performer*; Spring 20XX - Fall 20XX
History of Theatre Course, Martin, TN | *Team Member*; Fall 20XX

COMBINATION RESUME

Martin, TN 38237 | (731) 123-1234 | combo@utm.edu

REFERENCES

Mr. John Doe

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Weakley County Press
235 S Lindell St
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731.587.3144

Mr. John Smith

Director
Happy Summer Camp
1212 Plaza
Small Town, OH 12345
j_smith@happycamp.org
111.111.1111

Dr. Jane Doe

Professor
University of Tennessee at Martin
English Department
Martin, TN 38238
janedoe@utm.edu
731.881.1234

ACTION VERBS/PERSONAL QUALITIES

The National Association of Colleges & Employers (NACE) has identified eight (8) career competencies sought by all employers:

- Career & Self Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

These skills and others listed in job descriptions are the ones that should appear in your resume to communicate applicable skills to an employer. If you are currently in the position, use present tense; if no longer in the position, use past tense.

Use this list to brainstorm, but also look at job descriptions, talk to current/past supervisors and utilize a thesaurus. Try to communicate a diverse skill set.

Leadership	selected	outlined	Technical	motivated	fashioned	supported	structured
administered	streamlined	participated	adapted	persuaded	formulated	volunteered	flexible
analyzed	strengthened	persuaded	applied	simulated	illustrated	Organization	provide variety
appointed	supervised	presented	assembled	stimulated	initiated	accommodated	autonomous
approved	terminated	proposed	built	taught	instituted	achieved	team-oriented
assigned	transformed	publicized	calculated	tested	integrated	approved	supportive
attained	Communicate	reconciled	computed	trained	introduced	arranged	friendly
authorized	addressed	recruited	conserved	transmitted	invented	catalogued	conservative
chaired	advertised	referred	constructed	tutored	modeled	categorized	competitive
considered	arbitrated	reinforced	converted	Financial/Data	modified	charted	innovative
consolidated	arranged	reported	designed	administered	originated	classified	results-oriented
contracted	articulated	resolved	determined	adjusted	performed	coded	customer-oriented
controlled	authored	responded	developed	allocated	photographed	collected	highly-organized
converted	clarified	solicited	engineered	analyzed	planned	compiled	systematic
coordinated	collaborated	spoke	maintained	appraised	revised	corrected	
decided	communicated	summarized	manufactured	assessed	revitalized	corresponded	Direct/Decisive
delegated	composed	synthesized	operated	audited	shaped	distributed	results-oriented
developed	conferred	translated	overhauled	balanced	Helping	generated	independent
directed	consulted	wrote	printed	budgeted	adapted	implemented	initiative
eliminated	contacted	Research	programmed	calculated	advocated	incorporated	risk-taker
emphasized	conveyed	analyzed	regulated	computed	aided	inspected	decisive
enforced	convinced	clarified	remodeled	conserved	answered	logged	competitive
enhanced	corresponded	collected	repaired	corrected	arranged	maintained	goal-oriented
established	debated	compared	replaced	determined	assessed	monitored	Supportive
executed	defined	conducted	restored	developed	cared for	obtained	consistent
generated	described	critiqued	solved	estimated	clarified	operated	team-oriented
handled	developed	detected	specialized	measured	coached	ordered	deliberate
headed	directed	determined	standardized	planned	collaborated	prepared	specialist
hired	discussed	diagnosed	studied	prepared	contributed	processed	patient
hosted	drafted	evaluated	upgraded	programmed	cooperated	provided	attentive
improved	edited	examined	utilized	projected	counseled	purchased	listener
implemented	elicited	experimented	Teaching	reconciled	demonstrated	recorded	cautious
increased	enlisted	explored	adapted	reduced	diagnosed	registered	Precise/
initiated	explained	extracted	advised	researched	educated	reserved	Reflective
inspected	expressed	formulated	clarified	retrieved	encouraged	responded	diplomatic
instituted	formulated	gathered	coached	Creative	ensured	reviewed	analytical
managed	furnished	identified	communicated	acted	expedited	routed	accurate
merged	incorporated	inspected	conducted	adapted	facilitated	scheduled	fact-finder
motivated	influenced	interpreted	coordinated	began	familiarized	screened	systematic
organized	interacted	interviewed	critiqued	combined	furthered	served	attentive to
originated	interpreted	invented	developed	composed	guided	set-up	detail
overhauled	interviewed	investigated	enabled	conceptualized	insured	submitted	Outgoing
oversaw	involved	measured	encouraged	condensed	intervened	supplied	persuasive
planned	joined	organized	evaluated	created	motivated	standardized	enthusiastic
presided	judged	researched	explained	customized	prevented	systematized	people-oriented
prioritized	lectured	reviewed	facilitated	designed	procured	updated	verbal
produced	listened	searched	focused	developed	provided	validated	articulate
recommended	marketed	solved	guided	directed	rehabilitated	Verified	optimistic
replaced	mediated	summarized	individualized	displayed	represented	Personal	energetic
restored	moderated	surveyed	informed	drew	resolved	Qualities	
scheduled	negotiated	systematized	instilled	entertained	simplified	fast-paced	
secured	observed	tested	instructed	established	supplied		

NAVIGATING APPLICANT TRACKING SYSTEMS (ATS)

What is ATS and how does it work?

An Applicant Tracking System (ATS) is an automation software designed to sort and scan a large number of resumes quickly. Instead of hiring managers manually handling this task, companies save time (and money) by using ATS to filter the first batch of resumes before they get to human hands.

An ATS looks for basic information like education, job titles, and skills to match the job posting. It typically uses keywords from the job description and requirements list. The closer your resume matches, the better your chances of getting selected.

What is “ATS-friendly resume”?

An ATS-friendly resume is tailored to match a job posting, incorporating relevant keywords from the job description. But simply copying and pasting those keywords into a dedicated section isn't enough; they should be naturally integrated throughout all parts of the resume.

It doesn't stop there: your resume format also impacts how an ATS scans it. It's recommended to use simple resume templates with standard fonts, color and sizes, and avoid graphic elements. The simpler the better.

ATS RESUME WRITING TIPS

1. Build your resume from scratch

Less is more: your resume should have a minimalist design without headers, footers, multiple columns, charts, images or other graphic elements. This makes it easier for the ATS to read and scan since some systems can only process plain text.

Use 1-inch margins on all sides to avoid overcrowding. The software doesn't care about length, so you can write a two-pages resume if necessary. However, only include relevant information. If you get past the ATS, a human recruiter will read your resume and might disqualify you if it's not appropriate. See ATS Resume Sample (p. 4).

2. Name the resume sections clearly

This isn't the time to be creative. Resume sections need to be easily identifiable for the ATS to scan them: “Experience,” “Education,” “Summary,” and “Volunteer Work,” etc.

3. Use keywords from the job posting

One of the most important aspects of an ATS-tailored resume is incorporating keywords from the job description when describing your experiences, accomplishments, and skills. Your resume will score higher the more often key words appear.

Identify relevant keywords the employer uses and use the same language. ATS look for exact matches, so to increase your score, mix exact keywords from the job description with variations. For example, use both “event planning” and “event planner.” One might be in your summary and the other in a job description bullet.

4. Add a skills section if necessary

If you can't fairly distribute relevant keywords throughout sections like the resume summary, experience and education, consider adding a skills section. It creates a catch-all as well as an at a glance view for the human recruiter.

5. Choose an ATS-friendly font and size

Font and font sizes are also important elements of an ATS-friendly resume format. Stick to standard, simple, and easy-to-read fonts like Arial, Calibri, Cambria, and Garamond. Avoid cursives and artistic fonts.

For font size, use 11 or 12 points for regular text and 14 to 16 points for titles. Use bold and italics to differentiate a title from regular text. Don't overuse.

6. Submit the correct archive format

After editing your content, save your resume as a PDF so it preserves all formatting once it's in an ATS text box.

If a company requests a different format, follow their instructions.

Remember that hiring managers see the file name. Use your name with job title or include the company name.

WHAT NOT TO DO IN AN ATS-FRIENDLY RESUME

Never try to fool the ATS

Do not copy and paste the job description into your resume or add a keyword section in white text to make it “invisible.” If the ATS doesn't identify it, a recruiter will and your resume will likely be tossed.

Don't overuse keywords

Yes, use the same language as the job post, but don't put keywords in places where they don't belong. Use keywords only where it makes sense and don't repeat them exhaustively.

Resource: Themuse.com. How to Make Your Resume ATS-Friendly. Amanda Cardoso. 6/14/2024

FIRST LASTNAME

City, State | Phone number | Email address | [Linkedin.com/in/customurl](#) | Personal portfolio

SUMMARY

- Add 3 to 5 bullet summary here.
- Make sure to use keywords from the job description.
- Information should be supported throughout the resume

EDUCATION

University of Tennessee at Martin; Martin, TN | *Degree;* Grad Month Year

- Major
- GPA if above 3.0
- List academic honors and awards you earned.

EXPERIENCE

Company Name; City, State | *Title;* Month Year – Month Year

- List accomplishments, not responsibilities.
- Use active voice.
- Use consistent formatting.
- Quantify results wherever possible.
- Match language and use keywords from the job description.

Company Name; City, State | *Title;* Month Year – Month Year

- List accomplishments, not responsibilities.
- Use active voice and consistent formatting.
- Quantify results wherever possible.
- Match language and use keywords from the job description.

CAMPUS LEADERSHIP

Organization Name; City, State | *Title;* Month Year – Month Year

- List accomplishments, not responsibilities.
- Match language and use keywords from the job description.

VOLUNTEER WORK

Organization Name; City, State | *Title;* Month Year – Month Year

- List accomplishments, not responsibilities.
- Match language and use keywords from the job description.

SKILLS

List job-specific skills and software, productivity tools, web tools, databases, common software, commercial technologies

If you share foreign language skills, share proficiency, not how many years studied.

RESUME CHECKLIST

In order for your resume to be approved on the job posting site and be available to employers, it must meet the following requirements. Submit your resume as a Word document to a staff member for feedback or call the office to schedule an appointment.

Consistent format and content

- ☐ Use professional fonts: Times, Garamond, Arial, Calibri, etc.
- ☐ Name font size (14–20 pt)
- ☐ Header font size (12–14 pt)
- ☐ Body text size (10–12 pt)
- ☐ Emphasize major headings using CAPS and bolding
- ☐ Fill the page but keep to one page if less than 10 years of related experience
- ☐ NO high school information after sophomore year unless specifically related to career goals
- ☐ NO grammatical/spelling mistakes
- ☐ NO social security number, birth date, pictures/graphics, marital status, gender, ethnicity, or religion
- ☐ NO references (belong on separate page)
- ☐ NO personal pronouns such as “I, me or my”

Contact Information

- ☐ Include name, address (no street address), phone number, and professional email address clearly at top of page

Summary of Qualifications

- ☐ Summarize, in 3–5 bullets, the skills and personal traits you possess
- ☐ Bullets should mirror the job description and communicate you are a fit for position/company
- ☐ Do not include an objective statement

Education

- ☐ Include institution(s) and location (City, ST)
- ☐ Include degree (Bachelor of...) and major and minor(s) if applicable (Make sure you know the degree you are seeking)
- ☐ Include expected graduation date (month/year)
- ☐ List multiple degrees present to past
- ☐ Include GPA if 3.0 and higher
- ☐ Include courses if uniquely related to job, using name, not course number

Experience

- ☐ Include employer/organization, location, title and dates of employment (month/year)
- ☐ Include applicable volunteer, internships, co-ops, part- and full-time job experiences
- ☐ List multiple positions present to past
- ☐ Use present and past tense verbs accurately
- ☐ Use concise bulleted statements that begin with action verbs that communicate skills (NO sentences)
- ☐ Quantify and qualify successes when possible
- ☐ Special or Senior Projects may be included if applicable to position
- ☐ Focus more on outcomes than tasks completed

Optional Sections

- ☐ Consider adding Honors, Awards, Activities, Research, etc. if applicable to job and you have contributed regularly and actively
- ☐ Spell organization names (no abbreviations) and list leadership roles with dates
- ☐ Be cautious including organization names revealing political affiliation, religious preference, racial/ethnic background, etc.

Key Skills

- ☐ **Foreign Languages:** List oral, written and reading competency levels, not course years
- ☐ **Computer:** Include hardware and software proficiencies, if seeking tech position, include more specific sections: programming languages, hardware, software, operating systems, databases, peripherals, etc.
- ☐ **Certifications/Licenses:** List dates
- ☐ **Personal:** List personal skills/traits that help make you a better candidate for position

Curriculum Vitas

- ☐ May be longer than one page - include name and page number on subsequent pages

BUILD YOUR RESUME WORKSHEET

This worksheet is designed to help you build a basic resume. To best demonstrate your unique skills and experiences, avoid templates. This document is two pages long for your convenience. However, a recent graduate’s resume should be one page. Margins should be .5” to 1” on all sides. Content font will be 11 or 12 pt in most cases.

NAME (name can be 18–22 pt font) _____

City, ST Zipcode _____ | email _____

Phone _____ | LinkedIn/Portfolio _____

SUMMARY OF QUALIFICATIONS (headers can be 12–14 pt font)

- List in 3–5 bullets the skills and personal traits that align specifically with the job of interest
- _____
- _____
- _____
- _____

EDUCATION

Institution; City, ST _____

Bachelor of Arts/Science in Major; Graduation Date _____

- Minor: _____
- Cumulative GPA: _____/4.0 (list if above a 3.00 and round to TWO decimal places)
- Major GPA: _____/4.0 (list if above a 3.00 and higher than Cumulative GPA and round to TWO decimal places)

** Study abroad experience, scholarships and honors can be listed in this section if not enough to justify separate section.*

EXPERIENCE

Company/Organization Name; City, ST _____

Job/Position Title; dates held position _____

List in 3–5 bullets the skills that communicate successes and outcomes on the job. Start each bullet with an action verb and quantify your outcomes rather than listing tasks completed. Include only those positions (including leadership, internship and volunteer) that allow you to demonstrate skills relevant to job for which you are applying. These entries should be listed in reverse chronological order (present to past). You may want to create related and other experience sections to best communicate your fit to an employer.

- _____
- _____
- _____
- _____

Company/Organization Name; City, ST _____

Job/Position Title; dates held position _____

- _____
- _____
- _____
- _____

EXPERIENCE CONTINUED

Company/Organization Name; City, ST _____

Job/Position Title; dates held position _____

- _____
- _____
- _____
- _____

Company/Organization Name; City, ST _____

Job/Position Title; dates held position _____

- _____
- _____
- _____
- _____

ACTIVITIES

_____	_____
_____	_____
_____	_____

** List those activities, honors and/or volunteer work that will be meaningful to the employer and those in which you were actively engaged. Include leadership positions and dates of membership. You may need to list in one or two columns. Separate sections may be needed if applicable. This section is NOT required on a resume.*

KEY SKILLS

Computer: _____

**List those computer programs for which you are proficient. If you have extensive technical skills, you may need to divide into separate entries (general software, design software, social media, etc.)*

Foreign Language(s): _____

**List the language and your proficiency level, not the years or semesters of education. For example: Native, fluent, intermediate, basic conversation, etc.*

ADDITIONAL NOTES

- References should be listed on a separate page with a header and layout that match your resume (and cover letter). Do not use abbreviations (other than states)
- Do not use a template but create a format that is easily read and that you can easily update
- Be consistent in your format and organization

OPTIONAL HEADINGS

Affiliations	Memberships	Organizations
Professional Development	Training Experience	Volunteer Experience
Certifications	Honors	