RESUME
SECTIONS & FORMAT

CSP | CAREER DEVELOPMENT

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Resumes that get Results

Creating a resume is the first step in conducting a successful job or internship search. The primary purpose of a resume is to market your skills, education, and accomplishments in such a way that you are invited for an interview. A quality resume is visually pleasing and makes it easy for the reader to identify you as a qualified candidate.

First Impressions
- Capture the employers' attention
- Differentiate yourself
- Show you are a value add

General Tips
- Tailor each resume to a specific position
- Most important and relevant information comes first
- Use customized headings (Ex.: Customer Service Experience, Leadership Experience, Research Experience)
- Be unique; Do not use templates
- Attention to detail when emailing your resume
    - Subject line: Account Coordinator Position
    - Resume file name: SallyMartinezResume_BestBuy
    - Content: Briefly state what position you are applying to
- 10-second scan to make the "yes", "no", or "maybe" pile
- Check your spelling and grammar
- Do not include personal information (such as age, relationship status, and photos)
- References or "references available upon request" are not included on resume
- Include experience up to 10-15 years into the past, as long as it is relevant
- During your sophomore year, start phasing out your high school information

Formating
- Set your margins and spacing to normal (1") or narrow (.5")
- Use single spacing
- Be consistent with formatting
- Font style: Verdana, Calibri, Times New Roman, Arial
- Font size: Name (14-18); headings (10-14); content (10-12)
- Formatting emphasis (bold, underline, italic, bullets)
- Use an appropriate page length
- Refrain from using I, me, my

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CONTENT

- Transferable skills: The skills you acquire and transfer to future employment settings
  - See Skills Employers Seek section
- Technical skills: The skills needed to perform a specific task
- Don't just TELL the reader you have a skill, SHOW them how you have used the skill
- Create strong skill/accomplishment statements
  - STAR (Situation, Task, Action, Result)
  - Quantify your results with how much, how many, and/or how often
    - Good: Sold sporting equipment
    - Better: Developed sales strategies to sell sporting equipment to customers
    - Best: Developed effective sales strategies that resulted in a 10% increase of sales
  - See Creating Skill Statements section
- Use strong verbs to showcase your skills
  - See Resume Verbs section

Resume Sections

Resumes should be organized to clearly highlight your most relevant experiences and activities. Below are recommendations for what to include in each section.

Header

- Include your name, address, phone, email address, web links (labeling these are not necessary)
- Make sure your voicemail message and email address are professional
- Only include links to your websites, such as LinkedIn, if they enhance your professional brand

Summary

- This section has replaced objective statements
- Most commonly used when you have experience specifically relevant to position to which you are applying
- 3-5 bullets or small paragraph tailored to the position in order to highlight experiences

Education

- List Schools, degrees, areas of concentration, relevant academic experiences, study abroad, courses and/or honors
- Degree comes first, then minor (if applicable) followed by university and graduation month and year
- List most current college degree first; do not include high school after first year of college
- May choose to list GPA (if 3.5 or higher)
- After 3-5 years of experience in your field, you may choose to move your education below your experience section

Relevant Coursework (Optional)

- Helpful when you have little work experience
- List the course title, institution/organization it was completed through, and when
- Highlight projects/skills gained from the course(s)

Experience

- A variety of qualifications and experiences can be highlighted (Ex: employment, internships, volunteer experience)
- List: position title, organization name, city, state, date of employment (list "Present" if still working)
- Strong skill phrases are used and begin with action verbs
  - List verbs in present tense if present job and past tense if previous job
- Experiences are presented with most recent experience first, or in a logical order based on experience sections
- Skills are presented in the language (jargon) of potential employers, the industry, or profession

Additional Sections to Consider

- Leadership experience (athletics, campus involvement)
- Awards and honors
- Professional involvement/memberships
- Community involvement
- Research