



# THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

## Creating a Resume

A resume is a 1-2 page document showcasing your career related experiences. It is a marketing tool of your skills and qualifications that align with the job you want.

### Formatting

- Font size between 10-12; margins between .5 and 1 inch
- One page for college students and recent graduates; pages increase with experience
- Bold, center, capitalize and double the font size of your name
- Professional font: Calibri, Times New Roman, Cambria
- Experiences in reverse chronological order (most recent first)
- Formatting (**bolding**, underlining, *italicizing*, capitalizing, etc.) is consistent
- Bold your name, degree, position, project title
- Begin each accomplishment statement\* (bullet point) with an action verb
- Use a professional email, include LinkedIn URL
- Proofread!
- Submit resume in PDF

### Sections to Include

1. **Contact Information:** name, email address, one phone number, LinkedIn URL, address or city/state is optional
2. **Summary Statement or Summary of Qualifications (optional for college students):** 35 bullet points or lines summarizing your skills, without detail, written in first person voice without pronouns. This section is meant to grab the employer's attention and is similar to an elevator pitch.
3. **Education:** reserved for higher education and professional certifications
  - a. Undergrads present education at top of resume; as experience is gained, education moves to the bottom of the resume
  - b. Use reverse chronological order (most current degree)
  - c. Include name of institution, location (city, ST), degree (major/minor/concentration), GPA if 3.0 or above, anticipated month and year of graduation
  - d. Include scholarships and honors, relevant coursework, study abroad
  - e. Omit high school information and transfer schools
4. **Work and Internship Experience or Related Experience:** include full and part-time work experience and internships in reverse chronological order. As students get more experience, they may start to remove less relevant high school experiences. Experiences may be paid and unpaid.



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- a. Each position should include the following information: name of organization, location (city, ST), dates of employment (month and year), job title, and 3-5 accomplishment statements in bullet point form
- b. Accomplishment statements\* begin with action verbs, without personal pronouns, and tense is consistent (past tense for past experience)
- c. Use job description as a guide and focus on how your past job prepared you for the position you are applying for

**5. Relevant Experience, Community Service, Student Leadership, Awards and Recognition:** This section highlights other successes accomplished. Present your information as you would in your work experience section. Examples to include: military service, professional organizations/affiliations, certifications/licensures, technical skills, clinical experience, research experience, languages, volunteer experience, publications, academic projects

### \*Create Accomplishment Statements by Using the PAR Method

**1. Project or Problem (P):** describe the task, the issue

**2. Action (A):** what action did you take or what role did you have? Use an action verb.

**3. Result (R):** What was the outcome

Project or Task	Action	Results
Paper filing system of mortgage documents; scanned and uploaded 125 client files	Created an organized system of scanning documents and reducing paper filing system	Company wide access to files to mortgage team located throughout the state

- Created an organized system of scanning and uploading 125 client mortgage files into new data base system resulting in 3% improvement in employee efficiency and increased client service experience.

Use qualitative descriptions and **qualitative results** in your accomplishment statements and ensure an accurate account of accomplishments