

General Résumé Guide



YOUR RESUME

An outstanding resume is a personal expression of yourself. It presents your qualifications to prospective employers and convinces them that you are a solid candidate. By tailoring the resume to parallel the qualities the employer is seeking, you can be confident that you will capture the hiring manager's attention. The objective of the resume is to get an interview. It should:

- Highlight your knowledge, skills, and experience
- Show how your professional qualities and capabilities satisfy the employer's requirements
- Differentiate you from the crowd by emphasizing your accomplishments

There is not one perfect format, but an effective resume will focus on the employer's needs, communicate your competencies, demonstrate a sense of direction in your career, and create a favorable impression by being concise and easy to read with a professional appearance. Each person is unique; therefore, each resume should be unique. The following guidelines will assist you in organizing your experience and skills into a selling tool that will help you secure an interview.

SUGGESTED RESUME SECTIONS

Header

Name, address, phone, email, LinkedIn URL or professional portfolio

Education

School, area(s) of study, GPA, honors/awards, endorsements, research, study abroad, scholarships, relevant coursework

Experience

Full-time, part-time, seasonal, paid, unpaid, volunteer. Related to career objective.

Community Involvement & Leadership

Volunteer, campus organizations, community organizations, clubs, board memberships, leadership positions

Related Skills

Technical skills such as languages, computer/software, licenses & certifications. No soft skills.

Does your resume pass the 10 second scan?

Limit your resume to one full page when possible. Depending on field of study or years of experience, two pages may be appropriate. **Tailor your resume and take out experiences not relevant to the application.**



■ Example Resume

Griff Bulldog
Des Moines, IA | (123) 456-7890 | griff.bulldog@drake.edu
linkedin.com/in/griffbulldog

Education

Bachelor of (Science, Arts) in (Major) Anticipated May 20xx
Drake University **Des Moines, IA**

- Minor in X
- GPA: X.XX/4.00
- *Selected Coursework:* Unique courses that are not intro level or something every student would take

Experience

Student Worker September 20xx–Present
Dining Services, Drake University **Des Moines, IA**

- Start each bullet point with a strong action verb and describe the skills you used
- Use the “formula” What you did + how you did it + what was the result/why was it important

Math Tutor August 20xx–May 20xx
Richwoods High School **Peoria, IL (Remote)**

- Use numbers to quantify the work that you did wherever possible (i.e., tutored 3 junior students)
- Each experience should have between 2-5 bullet points describing your skills

Leadership & Community Involvement

Intercollegiate Athlete November 20xx–Present
Track and Field, Drake University **Des Moines, IA**

- Use same guidelines as writing bullet points for work experiences
- 1-2 bullet points for additional experiences is appropriate

Student Government Association Treasurer August 20xx - Present
Drake University **Des Moines, IA**

- Describe special projects you contributed to, and what skills you demonstrated in doing so

Mentor October 20xx–May 20xx
Crew Scholars Program, Drake University **Des Moines, IA**

- Even if you feel like you had a small role in the organization, what did you learn or gain?

Skills & Certifications

- List technical skills only, not soft skills
- Languages spoken (level of competency)
- Computer software and/or programs
- Certifications such as CPR/First Aid or anything related to your field

For some majors and graduate school applications, a curriculum vitae (CV) may be required. The CV may include additional information. If you have questions regarding the correct format for your resume, please contact the Career Services staff for assistance.

Action Verbs

Using data, I have

analyzed, compared, computed, compiled, coordinated, designed, developed, organized, planned, recorded, reported, researched

Interacting with people, I have

advised, coordinated, counseled, directed, evaluated, guided, instructed, managed, motivated, negotiated, organized, persuaded

Working with processes, I have

adjusted, assembled, balanced, built, driven, guided, handled, moved, operated, repaired, set up, shaped

TOP 10 HELPFUL RESUME TIPS

1 List experiences in reverse chronological order from most recent to least recent

2 Stay consistent with your formatting throughout (alignment, bolding, font choice, etc.)

3 Proofread for spelling and grammar errors - have a Career Services advisor proofread too!

4 Avoid using templates as they can be complicated to edit and update to your specific experiences

5 Start each bullet point with a strong action verb with appropriate tense (past vs. present)

6 Do not include references on your resume - create a separate document

7 Objective statements are optional and generally not needed unless describing transferable experiences to a new field

8 Be specific with examples, and concise in your bullet points - they are not full sentences

9 Save your resume as a PDF so anyone can open it on any operating system without formatting issues

10 Maintain a "work in progress" resume for yourself with all experiences that you update over time and save