



Resumes

WRITING BOX

What is a resume?

A resume is designed to give potential employers a brief overview of your skills and job experiences to determine if you're a qualified candidate for the job.

What are the most important components of a resume?

The important thing to remember when composing your resume is that everything should be relevant to the job and should help you stand out. Include specific details and unique experiences.

The first four components listed here are the most important. The others are optional and should be used based on the situation.

CONTACT INFORMATION: Include your name at the top in large letters. Underneath give your email and phone number. Mailing address is optional.

EDUCATION: Include the name of the school, the degree or diploma received, the years attended, GPA, and any special honors or awards.

Note: If you have a college degree, you do not need to include high school in this section.

JOB EXPERIENCE: List your job experiences with the most recent coming first. Give the company name, the city and state, your position, and the years you worked there. Use bullet points to give an overview of what you did. Be as specific as possible (ex. Don't say "managed employees," say "managed a staff of up to twenty"). If you have several past jobs, include those relevant to the job you're applying for.

SKILLS: List skills relevant to the job you're applying for. Try to pull keywords from the job description if possible. Be specific. Don't put down skills you don't have.

Tip: Use the "insert table" function to format your skills. Remove the visible lines.

This stands out and also takes up less room.

- | | | |
|---------|---------|---------|
| • Skill | • Skill | • Skill |
| • Skill | • Skill | • Skill |

VOLUNTEER WORK: This part is optional. It can be good to include this if you do not have a lot of job experience relevant to the job you are applying to but you do have volunteer experience (ex. You've never been a manager but have led a project or team as a volunteer). It can also be good if you are applying for a job that values community engagement.

OTHER EXPERIENCES: This part is optional. It can be where you add any information to help you stand out. Label it according to the information. For example, if you ran a student organization and have experience from that relevant to the job, you could label the section: "organizations." If you participated in study abroad or any kind of global awareness programs, you could label the section "global awareness." You could talk about how this helps you understand other cultures or how this illustrates how comfortable you are with traveling abroad. If the job you're applying for involves researching and/or presenting, consider listing some recent projects and/or presentations.

Tips to help you with writing a resume

You should have a basic resume to start with, but you should use the job description to cater the resume to the job. Use keywords you see in the job description. This is especially important if you are submitting a resume online, as bots often scan resumes for keywords to determine eligibility.

- If you are submitting a printed resume, print it on thicker paper if possible. This helps prevent wrinkling and gives a professional appearance.
- Make sure to use a professional email address. Firstname.lastname is usually good.
- Use short phrases rather than sentences.
- Determine what experience is relevant to the job you are applying for.
- If you are submitting digitally, save your resume as a PDF. This ensures that the formatting will be exactly the way you want it and that any computer will be able to open it.
- If you have limited job experience, put the skills section before the job experience to highlight your skills.
- Avoid using jargon that only people in a particular field would understand.
- Make sure that you follow a consistent format. Use the same font, line spacing, and bullet points. Make sure your bullet points line up throughout the entire resume.
- Design your resume for the job you're applying for. For most jobs, a traditional resume is best. For certain jobs that focus on creativity and design, consider using a more innovative template. If you search online, you will find a wide variety of templates from which you might choose—or you can create your own.

Further Resources

Purdue Owl:

How to write a resume:

https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/resume_workshop/index.html

Sample resumes:

https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/resume_workshop/index.html

For additional help in resume writing, YpsiWrites offers one-to-one consulting. For more information, see ypsiwrites.com.

Some samples to help you as you write your own resume are attached.

Resume Template

NAME

Address Line 1 · Address Line 2
email · phone number

EDUCATION	SCHOOL Sub-School (if applicable) Degree, Graduation Month & Year <ul style="list-style-type: none">• GPA• Further degree information (emphasis, minor, etc.)• School-related additional 1• School-related additional 2• School related additional 3	City
EXPERIENCE	MOST RECENT COMPANY 1 Position <ul style="list-style-type: none">• Major Detail 1 (Action, Context, Result format) ((NO MORE THAN 3 LINES)) (justified)• Next Detail 2 (ACR) ((AIM FOR TWO LINES)) (((ALL THE WAY TO END OF LINE)))• Next Detail 3 (ACR) ((NO MORE THAN 3))	City
Date of Work	NEXT COMPANY / EXPERIENCE Position <ul style="list-style-type: none">• Major Detail 1 (Action, Context, Result format)• Next Detail 2 (ACR)• Next Detail 3 (ACR) ((NO MORE THAN 3))	City
Date of Work	NEXT EXPERIENCE / ACTIVITY Title <ul style="list-style-type: none">• Major Detail 1 (Action, Context, Result format)• Next Detail 2 (ACR) ((NO LESS THAN 2))• Next Detail 3 (ACR) ((NO MORE THAN 3))	City
Activity Date	NEXT ACTIVITY Title <ul style="list-style-type: none">• Major Detail 1 (Action, Context, Result format)• Next Detail 2 (ACR) ((NO LESS THAN 2))	City
Activity Date	NEXT ACTIVITY Title <ul style="list-style-type: none">• Major Detail 1 (Action, Context, Result format)• Next Detail 2 (ACR) ((NO LESS THAN 2))	City
ADDITIONAL	<ul style="list-style-type: none">• Most Important Additional• Additional that doesn't really matter but could be worth talking about 1• Additional that just gets the resume to the bottom of the page• Interesting additional that could be a talking point, BE UNIQUE	

Resume Sample 1

NAME

Address · City, State Zip
email@gmail.com · phone.number.

EDUCATION	UNIVERSITY OF MICHIGAN College of Literature Science and Art Class of 20XX Bachelor of Science <ul style="list-style-type: none">• History emphases in the Classics—What are you focusing/majoring in??• Cumulative GPA XX/4.0• Any positions? Honors? Notable achievements? College of Literature, Science, and the Arts -- (If second degree applicable) <ul style="list-style-type: none">• Broad liberal arts curriculum with pre-business focus (what are you studying? Econ? Psych.?)• Cumulative GPA xx/4.0• Honors? Positions? Competitions?	Ann Arbor, MI
EXPERIENCE	COMPANY	City,State
Summer 2009	Position <ul style="list-style-type: none">• What did you do?! (ACR format for all experience bullets)!• Created...• Organized 700 trade tickets by date and type from prior transactions to generate a final net balance, completing	
2008-Present Part-time	COMPANY Position <ul style="list-style-type: none">• ACR• ACR• ACR	city, MI
Summer 2008	COMPANY Analyst Intern <ul style="list-style-type: none">• Researched• Presented• Completed 2000	city, MI
2007-Present	COMPANY <ul style="list-style-type: none">• Executed• Coordinated	Ann Arbor, MI
ADDITIONAL	<ul style="list-style-type: none">• Won the World Series of Poker• Idolize Mary Sue Coleman• Passion for travel includes previous trips to: United Kingdom, Israel, Italy, Greece, France, Czech Republic, Canadian Rockies, Costa Rica, Caribbean, Hawaii	

Resume Sample 2, Annotated

A. Contact information

Rosa María Muñoz González

1386 Green Acres Dr., Apt. 35

Lafayette, IN 47905

765-123-4567

Objective: To obtain the cosmetologist position at Jane's Beauty Salon

Professional Licenses Licensed Cosmetologist by the Indiana Professional Licensing Agency, 2008: # 345689990

B. Education

Education

Lafayette Beauty Academy, Lafayette, IN 47901, April 2, 2007 – April 1, 2008

Jefferson High School, Lafayette, IN, May 21, 2006, General Studies and Cosmetology

C. Job Experience

Work Experience

JCPenney Salon, Lafayette, IN 47905: June 2006 – Present

Part Time Salon Assistant and Receptionist

- Maintain accurate records, logs, and schedules
- Clean, sterilize, and disinfect areas and equipment

- Greet customers and conduct point of sales transactions
- Track inventory, stock shelves, and assist salon manager with orders
- Wash and rinse hair and assist licensed cosmetologists with customer care

Dog n Suds Restaurant, Lafayette, IN 47905: May 1, 2006 – July 23, 2006

Part Time Crewperson

- Greeted customers, took orders, and ran point of sales transactions
- Cleaned counter, food processing stations, and restaurant
- Served food

D. Other Experiences

Other Experiences

Volunteer at Lafayette Urban Ministry Homeless Shelter – collect, prepare, serve food monthly

Volunteer at St. May’s Catholic Church – care for children

E. Skills

Summary of Qualifications

- Bilingual: English and Spanish
- Three years of experience working with customers in high-stress situations (food service, beauty salon)
- Willingness to learn as evidenced by continuing education in cosmetology at Lafayette Beauty Academy
- Maintain calendars; schedule and coordinate appointments; maintain accurate records and logs
- Clean, sterilize, and disinfect areas and equipment Ensure that there is an adequate supply of materials available
- Order, receive, inspect, and store equipment, merchandise, commodities,

materials, and supplies

- Trained to perform manicures and makeup applications and give scalp treatments and shampoos to clients
- Trained to cut, shape, style, tint, rinse and dye client's hair according to existing cosmetology practices
- Trained to give permanents to clients and work on a variety of synthetic and human wigs

References

Susan Miller, Instructor, Lafayette Beauty Academy 833 Ferry St. Lafayette, IN 47901
(765-121-3141)

Kelly Day, Manager, JCPenney Salon 2415 Sagamore Pkwy S. 52 Lafayette, IN 47905
(765-789-1011)

William Simmons, Manager, Dog n Suds 601 Sagamore Pkwy S. 52 Lafayette, IN 47909
(765-516-1718)