

Resumes

A resume...

Is a brief (1 page) outline of your experience, education, and skills

Used by recruiters & HR offices to filter applications

Must be:

- Concise and easy to skim
- Targeted to the position
- Accomplishment-driven (not just a list of jobs & degrees)

Sections in a resume

1.Name and contact information

2.Education

3.Experience (can separate or label as appropriate)

- employment
- internships, volunteering, etc.
- Research, overseas experience, etc.
- Leadership experience, etc.

4.Skills, Languages (hard skills, not soft skills)

5.Optional categories (publications, honors and awards)

(no objective statement or references)

RESUME TEMPLATE

Your Name

youremail@domain.com | 555-555-5555 | linkedin.com/in/yourprofile

Education

University of Utah

Bachelor of Science: Environmental Science

- Minors: _____ & _____
- Awarded Dean's List: 3 semesters

Note: no longer include High School information.

Include month & year of graduation.

May 20__
GPA: 3.57

(Optional) Relevant Coursework:

- Course Name: brief description of skills gained or projects completed
- Course Name: brief description of skills gained or projects completed

Experience

Student Member

U of U Ballroom Dance Club

- Use [Accomplishment Statements](#):
- action verb, details, outcome/impact
- when writing bullet points

Use tab settings in Microsoft Word to align dates & locations

August 20__-Present
Salt Lake City, UT

Experiences in reverse chronological order (most recent first).

Cashier

Example Fast Food Co.

- Developed strong customer service skills by greeting customers and maintaining positivity.
- Handled daily cash and debit/credit transactions of \$500+, displaying high levels of responsibility.
- Abided by strict health policies to maintain restaurant cleanliness & customer safety.
- Collaborated with a team of 5 per shift to deliver quick & efficient service.

May 20__-Present
Salt Lake City, UT

Position/Title:

Organization:

-
-
-
-

August 20__-Present
Location:

Leadership Experience

Position Title:

Organization:

-

Note: Don't limit "experience" only to formal jobs or work history. You might also include student clubs, volunteering & other involvements! If you want, you could include an entire section for a certain experience category.

Dates:

Location:

(Optional) **Skills**

Languages:

Technical:

Contact and Education sections

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May 20__-Present
Salt Lake City, UT

Position/Title:

August 20__-Present

Organization:

Location:

- _____
- _____
- _____
- _____

Leadership Experience

Position Title:

Dates:

Organization:

Location:

- _____

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(Optional) **Skills**

Languages:

Technical:

Experience
and
Skills
Sections

(formatting)

Experience section(s)

Should emphasize what you accomplished, not just your position

Think about:

- changes you made
- people you helped
- how the organization benefited
- what skills or expertise it required

Under each position, bullets with a phrase indicating:

Action verb > Details > Outcome

Use keywords relevant for that position (see job ads)

Experience section bullets (career ctr examples)

Planned logistics for a week-long service trip to Seattle to educate students on issues of hunger & food justice

Implemented new process for group auditions, significantly increasing efficiency for decisions.

Promoted teamwork in a fast-paced restaurant by facilitating monthly teambuilding activities, which increased team productivity by 25%

Trained and managed 25 volunteers to run a day-long adoption event for the Best Friends Animal Society, resulting in the adoption of 6 dogs and 15 cats.

(see resume examples on the Career Center website)

Experience section bullets (Anthro examples)

[RA] Updated & managed the database, which reduced errors and increased efficiency by reducing the time spent entering data.

[Anth club prez] Increased the undergraduate membership from 35 to 100 students

[undergrad TA] Monitored and facilitated online discussion groups & held review sessions to prepare students for exams

Experience

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Position/Title:

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- _____
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Leadership Experience

Position Title:

Dates:

Organization:

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(Optional) **Skills**

Languages:

Technical:

Experience
and
Skills
Sections

(formatting)

Other tips

content

- Include what is relevant for the position
- Emphasize strengths by putting early in resume or highlighting with formatting (separate section, etc)
- Leave out weaknesses (if GPA is good, include it. If not, don't)

format

- Use consistent font and formatting
- One page (two pages max for someone with lots of experience)
- Make it easy to read: Max 2 lines per bullet item, no paragraphs
- Follow the career center layout