



THE RESUME GUIDE

To help you score
that job interview

A good resume is critical to helping you land a job interview. A hiring manager may only spend 10-15 seconds reviewing a resume before deciding whether or not to set up an interview. Creating a resume can be intimidating, especially when you don't know where to start. We're here to help.

Before you begin, remember:

- Keep it to 1 page!
- Choose a simple and clear font.
- Use the job listing as a guide. What skills or requirements are employers looking for? Use words and phrases from the job posting to tailor your resume.
- Use lines to divide sections of your resume. Not sure how to create them? Check [here](#)!
- Have information handy that a hiring manager may want to know that *won't* be covered on a resume. That includes former supervisors' names/numbers, salary history, and at least 3 professional references.

1 Create a Heading

Your name should appear front and center in a large font. Beneath your name, list your email address and phone number.

Hannah

hannah.smith@gmail.com

2 Education Details

On the left side, list your school, what you're studying, and your GPA. On the far right, list when you graduated, or are expecting to graduate. Not comfortable listing your GPA? That's okay. You don't have to list your GPA but do have an answer prepared in case you're asked about it.

Education

University of Dubuque, Dubuque, IA
Bachelor of Business Administration & Communications
Honors: cum laude (GPA: 3.53)

3 Key Skills

Do you have a few years of work history? Skip this section and move on to step 4!

If you have little work history, a skills section can offer you the opportunity to brag about your talents. Create bulleted columns of your skills that are relevant to the job posting.

Key Skills

- Leadership
- Problem-solving
- Attention to detail
- Collaboration
- Diplomacy
- Organizational skills

4 Work Experience

Here, you'll need the name of the organization, location (city and state), and your job title. Line up your employment dates with the graduation date above. This makes it easy for someone to scan your resume and find key points quickly.

Under each job, list 3-5 bullet points describing your role and accomplishments. Each bullet point should start with an [action verb](#). Avoid repeating verbs as much as possible. Try to keep these description concise without diminishing your responsibilities.

Work Experience

Academic Success Center, Dubuque, IA
Writing Consultant

- Tutored students in effective writing & organization
- Effectively communicated ways to build depth & breadth
- Developed student abilities to utilize & cite scholarly resources

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Solor Accum

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Awards, Recognition, & Volunteer Ex

Urban Bicycle Food Mission, Dubuque, IA

Lambda Pi Eta, National Communication Honor Society

Excellence in Research Writing Award, University of Du
"Reclamation and Medusa"

linkedin.com/in/hannahsmith

For more career resources, read our blog »

OF A RESUME

h Smith

(123) 456-7890

May 2020

- Flexible
- Responsible
- Punctual

- Takes initiative
- Persistent
- Enthusiastic

August 2018 – May 2020

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sources

June 2017 – August 2018

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January 2016 – May 2017

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Experience

2020 – 2021

2019

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May 2018

References available upon request.

This guide will help you create a clean and clear resume for any general role. If you're applying in a specific field, there may be sections that are more relevant than others, or you may want to flex some creative muscles with formatting. Ask someone in that field!

No matter the job, it's a good idea to have an experienced instructor, counselor, or another person you trust review your resume and give honest feedback.

Always save the resume under your name or your name plus the organization to which you're applying.

Good Luck!

5 Time to Brag

Now is the time to detail anything that doesn't relate directly to a job. For example, being a team leader or captain of a sports team or club, volunteering, winning awards for academics, sportsmanship, or clubs. Note: If you don't have a lot of work experience, you can move this section directly below Key Skills.

On one line, list the accomplishment. Below that, include any necessary description. Again, right-align the dates.

6 What About References?

At the bottom right, simply put, "References available upon request." Some employers will want references, and this indicates you can share them upon request.

If you have a LinkedIn profile or professional website, list that in the opposite corner.