RESUME WRITING
OFFICE OF CAREER SERVICES

A well-crafted resume is a necessary tool in launching your career! Regardless of whether you are on the search for a part-time or full-time job, internship, or applying to graduate school, a resume will be a required document to market your experiences, education, and associated skills. Use the following guidelines to craft a resume that will present your information in an accepted format for most applications.

GETTING STARTED: FORMATTING GUIDELINES
- Avoid using templates.
- Margins: ½" – 1".
- Choose a professional Font Style: Times; Arial; Verdana; Tahoma; etc. work well.
- Be consistent with Font Size: Headings; 12 pt; Body: 10 or 11 pt.
- Dates: month and year for start/end of experiences; consider alignment on right side of page.
- Single line spacing-this allows for more flexibility in text placement to keep document at 1 page.
- Distribute text placement evenly for balanced look.
- List current information first in each section (reverse-chronological order).
- Limit to 1 page (exceptions may apply).

SECTIONS:
1. Contact Information.
- Name: Font size should be largest on the page (20 – 25 pts).
- Phone number.
- Professional email address or SEMO student email is appropriate while still a student.
- Optional information includes: Street Address; LinkedIn URL, portfolio/website URL.
2. Objective, Summary, or Professional Profile (optional).
3. Education.
- Name of institution, City/State.
- Month/Year of Graduation.
- Degree; major/minor.
- GPA (if higher than 3.0 on 4.0 scale).
- Study abroad, licenses, certifications, may be included.
- Optional: Class projects, research, student athletics, or other information supporting educational goals.
4. Experience: Internship; Research; Full & Part-Time Work (volunteerism can be included in this section if a SIGNIFICANT amount of time involved AND relevant to the current job target.
- Company name
- Job title (bold)
- City/state
- Dates: time position held as month/year format
- Bullet points (see details)

5. Campus Involvement: Fraternities/Sororities (Social, Professional, Honors).

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6. Community Engagement: Volunteerism.
7. Skills: Computer hardware & software; Technical; Languages; Certifications; Interpersonal; Leadership.

This is meant as a list of the common sections included on resumes. Additional sections or how you might title a section based off your individual experiences is encouraged and likely as each resume is unique. For questions, please ask us!

CRAFTING STRONG BULLET POINTS

A valuable (and most would say necessary) component of the resume are bullet points describing experiences. This bulleted style of short descriptions and phrasing is preferred by reviewers as it makes it easier to locate desired skills, qualifications or experiences of an applicant relevant to what they are seeking. Bullet points also provide insight into your TRANSFERABLE SKILLS.

BULLET POINT FORMULA

SKILLS + WHAT YOU DID + RESULTS =
(action verb)   (description)   (how/why)
VALUE YOU OFFER
(to employer/organization)

EXAMPLE:
GOOD: Tutored students
BETTER: Tutored undergraduate students in math
BEST: Tutored undergraduate students in grant funded program to provide peer-to-peer support in math including Pre-Calculus and Statistical Reasoning

ACTION VERB EXAMPLES

https://www.livecareer.com/resources/resumes/how-to/write/action-verbs-powerful-list

FIVE TRANSFERABLE SKILLS YOU NEED TO SUCCEED

https://www.collegerecruiter.com/blog/2019/09/23/253691/