

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).

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!