RESUME FORMAT

The goal of a resume is to tell a story about your experiences and accomplishments as it relates to the job/internship position description. Your resume must not only capture an employer's attention but must also get through Applicant Tracking Systems (ATS). Resume formats vary from industry to industry for example the Federal government has its own preferred format. Therefore, it is good to familiarize yourself with those preferred formats.

FORMAT TIPS:

- Keep resume to **one** page. Exception to this rule is if you have 3+ years of related industry experience in which your resume can be two pages. Federal Government has no stipulation on length of resume, but your resume should still relate to the job position description especially the qualifications.
- Use font types such as Times New Roman, Arial, Calibri, Garamond, or Tahoma. Be sure use reader friendly font sizes 10, 11 or 12.
- Set margins to 1 inch or 0.5 (do not go below this size).
- Save resume as a PDF in order to apply opportunities. Print resumes on resume paper to carry with you when interviewing in-person.
- Make sure it is in an ATS format by ensuring you do not use 2 columns or place sections in a block format, colored backgrounds, diagrams or scales (used to show level of proficiency in a skills)
- Avoid using personal pronouns such as "I".
- Use past tense when describing past positions. Use present tense for current positions
- Avoid using too much bold font. Use bold, italic or underline format to highlight section headings or a key word or phrase.

RESUME CONTENT

- Customize content to ensure it is relevant to the job or industry of interest
- Never lie or exaggerate about any role, experience, or achievement on your resume.
- Spell out acronyms first before indicating them (e.g., BSU).
- Do not include personal data (e.g., date of birth, Social Security or Student ID number, photograph, marital status, gender or address). The Federal government prefers applicants to include their full address. If you desire to include an address, only indicate the city, state and zip code.

SAMPLE RESUME FORMAT

Name & Contact Information (top of resume)

- Indicate your name and contact information at the top. Be sure to use a professional email address that shows connection to your name (e.g., school email address).
- Indicate LinkedIn (only if your page is complete and contains substantive information) and/or online portfolio link.

Career Objective/Profile/Summary of Qualifications (use only one of these headings after contact information):

- Employers like to see this section on your resume.
- Include in your statement position, industry or area of focus/interest.
- Highlight your skills and accomplishments/achievements that are **relevant** to the position you are applying to or the industry you are targeting.

Education:

- Indicate current school.
- **Freshman & Sophomore** students can indicate high school after the name of the current institution in which they are attending. Remove high school information the second semester of your sophomore year in college. Do not include high school information if you have an Associate's degree.
- **Juniors, Seniors, Graduate students,** and **Alumni** should **not** include high school information.
- Indicate **accurate** degree, major, concentration or track as stipulated by the University.
- Indicate your anticipated graduation year. Alumni should indicate year you obtained your baccalaureate, Master's degree, or Doctoral degree.

Certification: Include certifications that are relevant to the position description and/or industry of interest.

- Indicate the name of the school or program that issued the certification and the year you acquired it.

Experience: Include relevant experiences such as internships, cooperative education, course project, research, or extracurricular activities as it relates to the position description and/or industry you are targeting.

- Place experiences in reverse chronological order (e.g., 2023, 2022, 2021, 2020, 2019, 2018, etc.)
- Indicate the month and year for employment dates (e.g., March 2019 – July 2022).
- Use descriptive statements and not generic statements. **Descriptive statements** include detailed information such as qualitative data (e.g., facilitated a Human Resource New Employee training in which 50 new hires participated), language that shows an achievement in a performed task (e.g., increased membership participation by 40%), and use of strong action words. **Generic statements** lack descriptive detail and accomplishment/achievement (e.g., Facilitated a training).
- Use short concise statements instead of writing in a paragraph format. Be sure to use bullets to highlight 3-6 important tasks and accomplishments/achievements.
- Indicate multiple roles held within an organization

Leadership/Activities: Include extracurricular activities including campus organizations, off-campus activities, sports, etc. Be sure to indicate leadership roles and brief description of responsibilities and accomplishments/achievements.

Skills: Include hard skills (e.g., technical, non-English languages or American Sign Language, social media, etc.) and soft skills (e.g., communication, problem solving, critical thinking, analytical thinking, customer service, etc.).

- Include skills that are relevant to the position description and/or industry you are targeting.
- Indicate level of proficiency for languages (e.g., Fluent, Beginner's Level, and Intermediate Level).
- It is optional to indicate for technical skills if you are "Proficient in" or "Knowledgeable of" a skill.

LIST OF ACTION WORDS

Use strong action words that are specific and provide clear meaning of the tasks performed. Here are a list of action words to consider using on your resume.

Activated, Adapted, Advertised, Advised, Advocated, Aided, Arranged, Assembled, Assessed, Bolstered, Briefed, Built, Cared, Chaired, Charged, Charted, Clarified, Coached, Completed, Composed, Concluded, Conducted, Consolidated, Consulted, Continued, Coordinated, Corrected, Correlated, Dealt, Debated, Edited, Educated, Eliminated, Encouraged, Enlisted, Established, Evaluated, Executed, Exercised, Expanded, Expedited, Explained, Facilitated, Fixed, Fostered, Generated, Guided, Handled, Helped, Implemented, Improved, Indexed, Influenced, Inspected, Inspired, Integrated, Interpreted, Interviewed, Inventoried, Investigated, Lectured, Led, Listened, Located, Maintained, Mapped, Marketed, Met (deadlines), Modified, Monitored, Motivated, Navigated, Negotiated, Observed, Obtained, Ordered, Organized, Perceived, Performed, Persuaded, Planned, Prepared, Preserved, Prioritized, Produced, Programmed, Promoted, Protected, Provided, Purchased, Ranked, Read, Recommended, Recorded, Reduced, Regulated, Reinforced, Related, Represented, Resolved, Responded, Restored, Revamped, Reviewed, Scheduled, Screened, Served, Set, Simplified, Solved, Spoke, Stimulated, Streamlined, Strengthened, Substituted, Summarized, Supported, Sustained, Synthesized, Tabulated, Taught, Trained, Visualized

Analyzed
Abstracted, Anticipated, Ascertained, Audited, Calculated, Compared, Computed, Conceptualized, Critiqued, Defined, Detected, Determined, Diagnosed, Discriminated, Dissected, Estimated, Examined, Figured, Graded, Judged, Predicted, Projected, Qualified, Reasoned, Researched, Scanned, Studied, Surveyed, Symbolized, Verified

Assisted
Brought, Collaborated, Contributed, Cooperated, Ensured, Participated, Referred

Communicated
Addressed, Answered, Corresponded, Expressed, Presented, Printed, Publicized, Quoted, Reported, Rewrote, Wrote

Counseled/Instructed/Learned
Applied, Comforted, Communicated, Demonstrated, Emphasized, Enabled, Enlightened, Familiarized, Informed, Manipulated, Prescribed, Reflected, Saved, Shared, Tutored, Validated

Created/Developed
Acted, Authored, Conceived, Constructed, Designed, Devised, Discovered, Drafted, Experimented, Fashioned, Financed, Formulated, Founded, Increased, Initiated, Innovated, Instituted, Introduced, Invented, Launched, Modeled, Originated, Pioneered, Proposed, Refined, Shaped, Styled

Improved/Increased
Accomplished, Achieved, Acquired, Advanced, Allowed, Assured
Attained, Conserved, Enlarged, Guaranteed, Mastered, Maximized
Minimized, Overcame, Perfected, Upgraded

Negotiated
Arbitrated, Bargained, Closed, Lobbied, Mediated, Merged, Reconciled

Operated/Repaired/Adjusted
Changed, Installed, Piloted, Ran, Replaced, Serviced, Transported, Upheld, Utilized

Organized
Accumulated, Balanced, Budgeted, Cataloged, Classified, Collated, Collected, Compiled, Copied, Detailed, Developed, Displayed, Filed, Gathered, Graphed, Kept, Processed, Reproduced, Retrieved, Revised, Routinized, Structured, Systemized

Served
Assisted, Attended, Catered, Delivered, Dispensed, Entertained, Furnished, Procured, Satisfied, Supplied

Sold
Auctioned, Bartered, Bought, Raised, Recruited

Supervised/Managed
Administered, Allocated, Approved, Assigned, Authorized, Confronted, Contracted, Controlled, Decided, Delegated, Directed, Dispatched, Distributed, Enforced, Fired, Followed (through), Governed, Headed, Hired, Instructed, Mentored, Oversaw, Presided, Retained, Selected, Updated