

# KEY ELEMENTS OF A SUCCESSFUL RESUME

A successful resume is clean and concise, making sure that employers know who you are and what you offer in as few words as possible. Here are some categories and advice for your own resume!



Your First and Last Name

Phone number ♦ Email address ♦ Street address ♦ City, state & zip code

## PROFILE

A profile is a brief, but compelling description of you and your professional qualities. It goes on your resume, right below your header (where your name and contact information go). Think of it as your 30 second commercial on paper.

## EDUCATION

**Institution** City, State (Expected) Graduation Month Year

Write out the full name of your (expected) degree; also list Minors and Concentrations

GPA: 4.0/4.0 (it is recommended that you include your GPA if it is 3.0 or higher)

Other possible information to include: **Study Abroad** experiences, **Relevant Coursework**, or **Academic Awards and Honors**.

## EXPERIENCE, RELEVANT EXPERIENCE, INTERNSHIP EXPERIENCE [possible titles/descriptive headings]

Organization, **Your Job Title** – City, State Month Year - Month Year

■ The position header above is one example of formatting. Other formats can include using two lines or rearranging the order of the Organization, Job Title, Location, and Dates to emphasize the most important elements.

■ You can bold or italicize your title or your organization—whichever is more relevant, but be consistent.

■ In this section include bulleted accomplishment statements, which provide examples of times you have successfully used the skills employers are seeking.

■ Start with a strong action verb, then follow with an explanation of what you were doing, describe how you did it, and, when possible, include any outcomes that you achieved. Remember, statements should ultimately convey your proficiency in one or more skill sets of interest to the employer by way of providing an example of when you have used them.

■ Consider the following questions to help you create more effective bullet points: What was the result/outcome of your work? What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? How does this experience relate to your internship/employment goal?

Organization, **Your Job Title** – City, State Month Year - Month Year

■ Bulleted statements should be in the proper tense (past or present tense) and use consistent grammar and punctuation.

■ Be specific by including quantity, frequency, population, and impact of your work whenever possible.

■ Make sure your resume is easy to read and not too text heavy. Avoid using colors, multiple fonts, pictures, being too brief, or making it too dense. Make it your own but be professional.

## ADDITIONAL EXPERIENCE, LEADERSHIP, HONORS, ACTIVITIES, COMMUNITY SERVICE, VOLUNTEER, PROFESSIONAL DEVELOPMENT [possible titles/descriptive headings]

Organization, **Your Job Title** – City, State Month Year - Month Year

■ Using multiple experience sections is optional and allows you to emphasize (by placing it closer to the top) your most relevant experience. Experiences within a section should be listed in reverse chronological order.

■ Positions within this section should be formatted like previous experience sections but may or may not include bullet points.

■ In an additional experience section, you can include work experiences that may not be directly related to the job you are applying to, but add to your credibility by exemplifying a progressive work history.

■ Emphasize your transferable skills, those that can be taken from one experience and applied elsewhere. Organization, Your Role (e.g. Member, Participant, Honoree, or Presenter) – City, State Month Year - Month Year

■ This section can also be an opportunity to share your experiences as a leader, honors received, community involvement, professional development activities, or membership in organizations. As illustrated, replace "job title" with the role you played.

■ Including bullet points is optional, depending on what you wish to convey to a potential employer.

**ADDITIONAL SKILLS** [List skills that are testable and concrete. Soft skills such as communication, organizational, and interpersonal skills should not be listed here, but rather incorporated into your bulleted accomplishment statements above.]

**Technology:** Try to include programs that would not be assumed based on education and include your proficiency level. For example: Advanced User of Microsoft Office Suite, including Outlook, Excel, and PowerPoint, as well as Adobe Photoshop.

**Languages:** For example: Proficient in oral and written German; Beginner knowledge of Spanish.