



The Office of Career Development Quick and Easy Resume Guide

MOST IMPORTANT RULES TO FOLLOW ON A RESUME

- Spelling, grammar, punctuation = correct
- Formatting/Layout = easy to read, not too graphic
- Consistency = section titles order of information listed is consistent

Contact Components

1. Name (required)
2. Address (optional at times)
3. Email (required)
4. Telephone/Mobile Phone (required)

Education Components

List degrees from most current to least current. Do NOT include high school! Do NOT list a date range of attendance.

Required

1. Degree & Major (e.g. Bachelor of Science in Biology)
2. College/University (e.g. Palm Beach Atlantic University)
3. City, State of university (e.g. West Palm Beach, FL)
4. Graduation Date or Expected Graduation Date (e.g. Expected May 2016)
5. Minor/Concentrations or Areas of Specialization

Optional

- GPA— if 3.2 or above (e.g. 3.5/4.0)
- Honors/Awards—brief description of how it was earned
- Scholarships—brief description of how it was earned
- Study Abroad—brief description of coursework and travel experiences

Experience Components

List from most current to least/oldest, generally it is better to use bullets not paragraphs.

Required

1. Position/Title
2. Employer/Organization
3. City, ST employer/organization
4. Dates of employment/involvement
5. Bulleted list of responsibilities (see section on how to create powerful experience)

Optional

- Brief description of position (e.g. Newly created position designed to increase customer satisfaction and retention.)
- Brief description of employer (e.g. Third largest firm in the country.)

What May be Listed in the Experience Section?

- Paid or volunteer work
- Things which taught you transferrable skills
- Extracurricular activities

Creating Powerful Bullets for Experience

- Should NOT read like a job description, rather, it should read like a list of accomplishments.
- Begin with past tense verbs (e.g. managed, administered, created)
- Don't put first person phrases (e.g. My responsibilities included, I preached, etc = no no)
- Showcase your contributions (e.g. Volunteered as interim pastor, serving congregation of 300 with 3 services a week.)
- How was your role different from others?
- What are you most proud about- remember that it isn't so much what you did, but how you did it. (e.g. how did you make a difference?)
- Show, don't tell (e.g. Organized evangelistic outreach to community gathering over 150 Christmas gifts and distributing over 400 hot meals to families.)
- Highlight achievements (e.g. Selected out of 5 candidates to serve as interim pastor.)
- Do not include High School information unless it is pertinent to the position you are applying for or extraordinary (e.g. Semi-Pro Soccer Player, Eagle Scout, International Spelling Bee Winner)

Examples of Powerful Bullets:

- **Poor:** Waited Table
- **Better:** Served over 30 patrons in a three hour shift with zero errors
- **Poor:** Planned programs
- **Better:** Organized and executed six programs over a four month period covering topics such as study skills, stress reduction, and roommate relations.

Activities / Interests (Optional Section)

This section is a list of clubs, organizations, volunteer work or activities in which you participated, but do not merit a dedicated set of lines in the experience section. Each activity is a single bullet.

- List from most current to least/oldest
- Include organization name, city, state, and dates (optional)
- Include community service (Organization name and number of hours volunteered)

Examples of Activities

- Psychology Club, member, 2011-2014
- Member/Conference Attendee, International Festival and Event Association (IFEA), 2013
- Participant, Student Leadership University (SLU), 2014
- Captain, Baseball Team 2012-2014
- Interests: running, traveling, design and the History Channel

Optional Sections to Add

- Awards & Honors
- Qualifications Summary
- Skills & Abilities table
- Certifications

Additional Tips

- Objective statements are **not** recommended
- References (or references upon request) are **not** included on a resume

For more detailed information, come see us in Career Development!

- We have a Resume & Cover Letter Gallery with examples for almost every major
- Need interview prep? Go to www.pba.biginterview.com to practice answering common industry interview questions
- Are you IN? We can help you with your LinkedIn profile