

RESUME GUIDE

Need help on your resume? Visit www.uuconnect.com to make an appointment with the Vocatio Center and/or to upload your resume for feedback.

STEP 1: IDENTIFY EDUCATION, EXPERIENCES, & SKILLS

Start by creating a master list of your education, experiences, and skills, and don't worry about how to format it just yet.

Education:

Institution, city/state location, degree title, graduation date, and GPA. If currently a student, include the "Expected Graduation Date." Include academic certifications here or in their own section.

Work & Volunteer Experiences:

Organization name, city/state location, job title, year to year employed, and a brief list of key contributions made in this job. Think about that role in terms of the skills you utilized and how you made a meaningful contribution. Quantify achievements.

Leadership & Organizations:

Organization name, role title or brief description, and relevant dates.

Skills:

Technical skills are competencies, techniques, software, and/or applications related to a particular field. When applicable, these are best listed as bullet points in their own section.

Transferable skills can be applied in various lines of work; skills like communication skills, problem solving skills, critical thinking and analytical skills, leadership, teamwork and collaboration, etc. This type is better demonstrated in bullet points under the work, volunteer, and leadership experiences where they were developed/ strengthened.



- Focus on being relevant more than comprehensive
- Omit personal pronouns
- Use reverse chronological order
- Balance white space and text

STEP 2: STRUCTURE & FORMAT

Draw the employer's eye to your most valuable sections and pieces of information through strategic structuring and formatting.

Format:

Be strategic and consistent, emphasizing the most valuable pieces of information throughout your resume in a consistent manner. Apply the same styles to the same types of information throughout the resume (i.e., format job titles one way, organization names another way, etc.)

Treat your resume as though it will be skimmed. Can the employer quickly identify your most valuable information?

Structure:

College students and recent grads benefit from placing Education near the top until more relevant work experience is obtained. In a field where technical skills are required qualifications, placing the skills section near the top can be advantageous, while in other fields, education and work experience will always be the main focus of your resume.

What will the employer see from my resume?

Am I focusing on the right things?

STEP 3: TAILOR & FOCUS

The final step is to tailor your resume to specific opportunities. When applying to a job, use that job description as a filter through which you evaluate your entire resume. What are the key skills and qualifications they're looking for? How can you better focus on and demonstrate those through your education and experience?

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RESUME TEMPLATE

Sarah Sample

1234 Street Dr., City, ST 98765
firstnamelastname@email.com | 999-888-7777

PROFILE

1-2 sentences, omitting personal pronouns, that highlights your most relevant skills and experiences. Write this section last. What adjectives best describe you, your skills, your passions, and your experiences?

EDUCATION

Union University, Jackson, TN

Expected Graduation Date: Month Year

Bachelor of [Art/Science/other] in [field of study]

GPA: list if 3.0 or higher

High School, City, State

Month Year

GPA: list if 3.0 or higher. Include high school until enough college experiences replace it

EXPERIENCE

Company Name, City, State

Job Title

year-present

- highlight the most relevant and valuable experiences from this job
- try to identify not only a task or responsibility, but the skills that it demonstrates
- quantify achievements where you can (number of customers served in a shift, number of students tutored, amount of cash handled, number of events planned, etc.)
- use the prospective job post to help you highlight the qualifications they're looking for

Company Name, City, State

year-year

Job Title

-
-

[SECTION HEADING]

- Additional sections and headings depend on your experiences and the opportunity for which you are applying. Suggested headings: Technical Skills, Honors & Awards, Leadership Experience, Organizations & Memberships, Volunteer Experience, etc.
- Don't have a lot of paid work experience? Supplement with your leadership and volunteer experiences. You can even format these sections like you would format paid work experiences (i.e., include the organization name, the volunteer or leadership title, and bullet points to highlight the skills and achievements from that experience.)
- Ask yourself two questions to evaluate your experiences and decide what to include and what not to include:
 - Is the experience directly related to the opportunity for which I'm applying?
 - Does the experience demonstrate something valuable to the employer, like a transferable skill?