



FORMATTING YOUR RESUME

A resume is a written summary of personal qualifications, education, and experience intended to demonstrate capabilities for a particular position. A resume should not be a full-fledged autobiography. It should present enough information in a brief, detailed, and specific manner to inform the employer about you. It should reflect your strengths and achievements in a well-arranged, attractive, easy-to-read format. The resume should always be current and contain relevant information to the specific position you are applying for.

<u>CHECKLIST FOR A WINNING RESUME:</u>	<u>EXCLUDE THE FOLLOWING:</u>
• Visual appeal	• The use of “I” statements
• Well organized and easily skimmed	• Listing job duties rather than skills
• Free of errors	• Flowery language
• Does not exceed two pages	• Dishonesty
• Current information relevant to the position sought	• Date you are writing the resume
• Information is centered and balanced on the page	• A Picture
• Name, address and telephone number are clearly visible	• Religious and political affiliation
• Underscore, bold type and capitals are used appropriately	• Salary requirement
• Career objective is clear and concise	• Names and addresses of references
• Dates and numbers are kept to a minimum	• Reasons for leaving past positions
• Past experience is presented in positive, active terms stressing achievements	• Personal data (marital status, date of birth, height, weight, health, etc.)
• Include activities and honors which indicate leadership skills and organizational abilities.	• Any negative information
• Action verbs are appropriate and are in the same tense	
• Use your resume to sell yourself!	

COMMONLY INCLUDED SECTIONS:

- Contact Information
- Objective
- Education
- Skills/Abilities
- Work Experience
- Awards/Honors
- Activities/Volunteer Experience
- References

Tips to Remember:

- Resumes are designed for one thing, to get you an invitation for an interview!
- The average employer spends only 20-30 seconds reviewing a resume!
- Make sure your resume stands out above the rest in order to get an interview!
- Your resume should be concise – preferably only one page (definitely no more than 2-3 pages).

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Formal Name

Permanent Address
City, State, Zip

Phone Number
E-mail

OBJECTIVE

(Optional) This section is used by many students to target the resume to a specific position/employer as well as to summarize how they can benefit that employer.

EDUCATION

Degree (Bachelor of Science in Business Administration), Major, May 20XX

Include minors and concentrations here

Institution (The University of Tulsa), Tulsa, OK

GPA if above 3.0/4.0 (If below a 3.0/4.0 consider GPA in major); Include Honors here

List most recent first, if you have attended more than one school. Don't list high school unless you are a freshman or sophomore and you have had high school experiences that enhance your candidacy.

Study abroad experience can be included here or highlighted in a separate section.

INTERNSHIPS

Position Title, Dates

Organization Name, City, State

- Include quantifiable accomplishments. Prospective employers are interested in how well you performed at your internship, not just the tasks you completed.
- Use action words to describe your skills and accomplishments.
- Whenever possible, use numbers and give specific examples of results and achievements.

RELEVANT EXPERIENCE

Position Title, Dates

Organization Name, City, State

- Description of responsibilities, number of people supervised, and special accomplishment
- Use action words to describe your skills and accomplishments.
- List most recent experience first, in reverse chronological order.
- Freshmen/sophomores: only list high school experiences if they enhance your candidacy.

LANGUAGE

If you are fluent in a language list all languages and at what level.

HONORS

List noteworthy academic, athletic, community, club and employer recognition here.

ACTIVITIES

List campus involvement, community involvement, leadership/offices held with dates and responsibilities.

REFERENCES

Standard is to put "Available upon request." However, this section is not mandatory if you do not have room. It is understood that the references are available if requested.