

CREATING YOUR RESUME



RESUME CONTENT

OBJECTIVE/SUMMARY

Not required, but if used:

- Express how you add value to the organization
- Use language from the job posting

EDUCATION

- Name and location of current school and completed degrees (Freshman-include high school)
- Degrees, majors, minors, certifications
- Date degree expected or received
- Include relevant courses/projects

EXPERIENCE

- Paid and unpaid experiences
- Name of employer, job title, location (city, state only), and dates employed
- Use action verbs and short statements to describe responsibilities, skills, and outcomes

ADDITIONAL HIGHLIGHTS

- Student organizations and leadership roles
- Extracurriculars-athletics, music, theater, clubs, etc
- Community Service/Volunteering
- Honors/Awards
- Study Abroad
- Skills: Computer, language, technical, etc.

Can include high school activities if you are a college freshman or sophomore

Chris Student

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SUMMARY STATEMENT

Ambitious college student able to contribute familiarity with marketing techniques and consumer behavior. Proven success in leadership, writing, and interpersonal communication relevant to achieving team goals.

EDUCATION

University of Wisconsin-Milwaukee, Milwaukee, WI
Bachelor of Arts in **Psychology**, Minor: **Business**, Expected May 20xx

Honors/Awards: UWM Dean's List, 2 semesters – Based on GPA 3.75 or above,
Phi Kappa Phi Honor Society – Only top 10% of class invited

Public Speaking Course: Acquired skills in preparing and delivering informative, persuasive, and argumentative speeches. Wrote and presented nine speeches, received perfect scores.

STUDY ABROAD

University of Salamanca, Salamanca, Spain – Summer 20xx
Immersed in language, culture and customs through travel and living with host family

EXPERIENCE

- Assistant Manager - *Nobody's Cleaner* - Milwaukee, WI September 20xx to present
- Manage all business operations during several prolonged owner absences
 - Provide high quality customer service to increase return patronage
 - Train new employees and assist in supervision
 - Receive and process orders on a computerized system
 - Promoted for consistently surpassing monthly business goals
 - Suggested and assisted in implementing marketing campaign resulting in 15% sales increase

Loader - *United Parcel Service* - Oak Creek, WI Summers 20xx, 20xx

- Consistently met or exceeded package loading quotas and maintained order accuracy
- Maintained workplace safety with zero incident reports
- Received three performance awards
- Communicated effectively with diverse team members

EXTRACURRICULARS AND COMMUNITY SERVICE

UWM Spanish Club, 20xx-present (Secretary, 1 year) Habitat for Humanity, 20xx-present
UWM intramural basketball, 20xx-20xx Outreach to Teach, April 20xx

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Outlook. Experience with Adobe InDesign.

Receive feedback on your resume from a Career Advisor during drop-in hours listed on the Center for Student Experience and Talent website.

RESUME CHECKLIST

- ✓ Customized to the position with language that mirrors the job posting
- ✓ Consistent layout and use of text effects such as bolding and italicizing
- ✓ Avoid use of templates
- ✓ Free of spelling and grammatical errors
- ✓ Use 10-11pt fonts such as Calibri, Garamond, and Times
- ✓ Adequate margins (.7-1 inch on all sides)
- ✓ Reverse chronological order for experiences and education
- ✓ No personal pronouns such as I and me