

Jerry Bulldog

Only 3 sections *required* on a resume.

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Begin with your name, followed by your contact info. Use professional and appropriate emails.

SKILLS

- Relevant computer programs you know.
- Relevant course subjects in which you excelled.
- Industry-specific knowledge requested in job description.

This section is optional. Be sure to only include info that is relevant to the job you want.

You had to finish high school to be in college, so you don't need to mention HS or GED.

EDUCATION

Bachelor of Science in Business Administration, Accounting

Arkansas Tech University | Russellville, AR

- Political Science Minor
- GPA
- Honors/Awards
- Relevant Courses

Anticipated May 20XX

PROFESSIONAL EXPERIENCE

Summer Intern

Best Organization Ever | Hope, AR

- Assisted office staff in ...
- Conducted correspondence with ...
- Utilized ____ software while ...

June 20XX - Present

Whether a position is current or has ended, each bullet should start with a verb in the PAST TENSE.

Job Title/Role

Name of Organization | City, State

- Begin each statement with a verb.
- Begin each statement with a verb.
- Begin each statement with a verb.

Month Year – Month 20XX

If you have done the same thing in more than one job, try to rephrase it so it sounds different.

Job Title/Role

Name of Organization | City, State

- Begin each statement with a verb.
- Begin each statement with a verb.
- Begin each statement with a verb.

Month Year – Month 20XX

Be careful to line up all entries evenly on the page. See that all the dates end in the same place on the line.

COMMUNITY INVOLVEMENT

Fraternity Member, Alpha Phi Omega

Arkansas Tech University | Russellville, AR

- Served on events committee for co-ed service fraternity with 12 other representatives.

September 20XX – Present

When listing other experience, provide a short description of your position.

Vice President, Accounting Club

Arkansas Tech University | Russellville, AR

- Coordinated 5 events and fundraisers per semester.
- Raised \$2,000 for Russ Bus to aid their mission assisting the homeless.

August 20XX – Present

It's okay to adjust this format a little bit to make it your own. Just be sure that it is easy to read, concise, and professional.

Career Services

Why do I need a resume?

A resume is your personal marketing tool. It should be a summary of all the experiences that demonstrate why you are qualified for a specific position. For this reason, making multiple versions of your resume that are customized to fit each employer's needs can help in creating a great initial impression with the organization.

30 seconds or less!

If an employer's first read-through only lasted 10-20 seconds, what would you want them to know about you? Try to prioritize your resume details based on what would be most crucial for each individual employer. What is most important for them to know about you?

What are employers looking for?

- Do you have what they asked for in the job description?
- How does your experience relate to the job opening?
- Did you take the reader into consideration? Is the style and format easy to read and understand?
- Did you show attention to detail through your spelling, grammar, and consistent spacing?
- What accomplishments have you had to date that show you are ready for this job?
- Does it look like you are hiding something?
- Are there quantifiable results to demonstrate your past successes?

Resume Must-Haves

Personal Information

- Name
- Address/Email Address
- Cell/Home Phone Number

Experience

- Position Titles
- Dates of Employment
 - o Set to the right.
- Employer/Organization Names
- Location (City, State)
- Duties and Accomplishments
 - o Bulleted list beginning with action verb.

Education

- Degree earned or in progress
- Name of Institution
- Major, Minor, Concentration, etc.
- Expected Graduation Date
 - o Set to the right.
- GPA (If over a 3.0)
- Awards/Extracurriculars with dates

DON'T FORGET!

- Avoid first person pronouns.
 - o I, Me, My, Us, We
- 1-2 pages, please! Keep it to one page unless you have a long, relevant work history.
- Volunteer and community service work is valuable experience.
- Always use professional resume paper with a water mark.
- Bring multiple resume copies to interviews just in case.
- We have free padfolios to help keep them crisp & clean!