

RESUMES

A resume is a document that highlights your experience, skills, and interests. It may combine academic/non-academic, paid/unpaid, and on/off campus activities. While there is no universal resume format that works best for everyone, we do have tips to help you get started.

GETTING STARTED

- Start with a master resume or an archival listing all of your jobs, internships, campus and community activities, special courses, projects and conferences you have attended. Whenever you have a new career-relevant experience, you should update your archival resume immediately. Keeping an archival resume will help you able to quickly create a one-page resume that highlights your most relevant experiences.
- Design a one-page resume using relevant experiences from the archival or master resume for the job you are seeking.
- Question to guide your content choices for a one-page resume: “Which of my skills and experiences will most benefit the prospective employer?”

SECTIONS

Education:

- As an undergraduate, your Education section will almost always go first on your resume.
- List your current college and information. In most cases, do not list the name of your high school and only list transfer institutions if you received a degree from them or are referencing experiences you had while attending them.

Experience section(s):

- Entries can combine paid and unpaid experiences such as jobs, internships, student organizations, major class projects, research projects, and volunteer activities.
- Roles should be listed in reverse chronological order (according to end date) in each section.
- You can use a general Experience heading, or choose to break up your entries into themes to highlight specific types of experiences (e.g., Research Experience, Leadership Experience, Project Management Experience, Campus Involvement, Data Management and Analysis Experience, Course Projects, Communications Experience, Public Health Experience, etc.)

Skills:

- Skills sections can be used to highlight specific technical skills that are relevant to the position.
- Potential skills to highlight: Computer skills, laboratory skills, language skills, relevant certifications, etc.

LENGTH

- In almost all cases, keep your resume to one full page.
- Longer resumes may be used in some special cases, including graduate school applications where you need to provide a more exhaustive list of your extracurricular involvement.

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GENERAL FORMATTING GUIDELINES

- **Font Size:** Use a 10 - 12 point font. Your name at the top should be in bold and in a larger font than the rest of your resume.
- **Font Style:**
 - Use a font that can be easily read on a computer screen (Calibri, Times New Roman, Arial).
 - Use capital letters, bold type, and/or italics to help make your resume as easy to skim as possible.
- **Margins:** Use .5 inch - 1 inch margins.

WRITING EFFECTIVE BULLET POINTS

- Your bullet points should not simply state your basic job duties and tasks. Instead, use your bullet points to highlight skills and accomplishments that are relevant to the job you're applying for.
- Basic bullet point structure: **Action Verb + What You Did + How You Did It + Results/Purpose/Impact.**
- Quantify accomplishments whenever possible ("Increased participation by 25%").
- Refer to [LU Action Verb worksheet](#) for action verb examples (e.g., analyzed, built, communicated, etc.).
- Potential questions to ask when writing bullet points:
 - "How does this bullet point relate to the job I am applying for?"
 - "What qualities/skills do I need to communicate about myself to the employer?"
 - "Why did this matter: What happened as a result of my action(s)?"

RESUME DO'S

- Organize your education and experience sections using reverse chronological order from present to past.
- Highlight your accomplishments and results in your bullet points.
- Quantify your results when possible.
- Use clear, concise language.
- Be consistent with spacing, dates, and punctuation.
- Proofread your resume carefully.
- Tailor your resume to each employer's position description. Take the time to remove irrelevant information and rearrange entries to list the most important information first.
- Save as a PDF (LastName.Resume.pdf) – this will prevent any formatting distortions.

RESUME DO NOT'S

- Use acronyms and abbreviations. Never assume the employer knows what they mean. When in doubt, spell it out!
- Include height, weight, age, date/place of birth, marital status, sex, race/ethnicity, photos/graphics, or social security number.
- Include references or the words "references available upon request" (these go on a separate page if requested).
- Use "I", "we", "me" on your resume.
- Use a resume template.
- Inconsistent formatting: Be sure your font size, type, and punctuation is consistent throughout the entire resume.
- Forget to incorporate keywords. Companies often utilize Applicant Tracking Systems (ATS) to choose candidates based on keywords in the job description.

RESUMES

YOUR NAME

Current Street Address | City, State, Zip Code | email@lawrence.edu | xxx-xxx-xxxx

EDUCATION

Lawrence University | Appleton, WI

Month Year

Bachelor of Arts, Major: xxxxxxxx, Minor: xxxxxxxx

GPA (if higher than 3.0):

Honors and Awards:

Relevant Coursework:

Study Abroad | City, Country

Month Year – Month Year

- Study abroad coursework in _____.

EXPERIENCE SECTION(S)

Company/Organization

City, State

Position Title

Month Year – Present

- You can use this general format for a paid/unpaid work experience.
- Begin each line with an action verb.
- Include outcomes and quantitative data when relevant (increased _____ by 10%).

Lawrence University Club/Team

Appleton, WI

Role

Month Year – Month Year

- You can use this general format for a LU club/organization/team.
- Avoid having just 1-3 words spill over onto a second line – fill all of the white space of a line as possible.
- When creating bullet points for student clubs, focus on relevant accomplishments, skills, knowledge.

Department, Lawrence University

Appleton, WI

Course Project: "Title" | Professor Name

Month Year – Month Year

- You can use this general format for significant course projects relevant to the position.
- Avoid using pronouns for any bullet points – don't write in complete sentences.

Department, Lawrence University

Appleton, WI

Undergraduate Research Fellow | Supervised by Dr. Professor Name

Month Year – Month Year

- You can use this general format for LU summer research fellowships or other formal research positions.
- Include details that will help reader understand your accomplishments, skills, and knowledge.

Service Organization

City, State

Volunteer Title

Month Year – Month Year

- You can use this general format for extended volunteer service activities.
- Mission of org does not have to be relevant to the role: You can still use bullets to highlight transferrable skills.

SKILLS

Computer: Microsoft Office (Access, Outlook, PowerPoint, Excel, Word) | Software Program Name

Data Management and Analysis: R | SPSS | Software Program Name

Laboratory: Western Blot (proficient) | RNA/DNA/Protein Isolation (proficient)

Language: Arabic (fluent) | Spanish (proficient)