

WHEN SHOULD YOU CREATE A RÉSUMÉ?

Now! The time to begin your résumé is as soon as your first semester at Kent State. Once you have a résumé developed, revisit it each semester and add to it as you see fit. Add volunteer or work experiences, involvement with student groups or campus organizations, and even creative or unique classroom experiences.

WHY SHOULD YOU CREATE A RÉSUMÉ?

Your résumé is a tool to tell your story and demonstrate your experiences, skills, and accomplishments. Your résumé is your billboard as you start to seek out developmental and professional opportunities.

HOW SHOULD YOU CREATE A RÉSUMÉ?

Do not use a template to start your resume! Begin by using the basic parts of a resume found below and enter information as appropriate. As you add to your résumé, you may choose to have a “master résumé” or a document that you use to capture everything you have accomplished. Your master résumé would be for your eyes only and would serve as a resource when you begin tailoring your résumé to specific opportunities.

WHAT ARE THE REQUIRED SECTIONS I SHOULD INCLUDE IN MY RÉSUMÉ?

HEADER

- Name stands out from the rest of the contact information, use font size 14 to 16-point.
- Includes complete address (street address not needed for online profiles), phone number, email address.
- Optional to include LinkedIn URL (customize your URL).
- May include both permanent and campus address if preferred, be sure to label each.

EDUCATION

- Includes most recent degree, major/minor/certificate, institution, graduation (month/year).
- May include GPA if 3.0 or above, list as cumulative GPA. If you prefer to also include major GPA, be sure to specify.
- May include significant coursework (no more than 6 courses) and international study opportunities.
- Accounting students will include estimated date to attain 150 credit hours toward CPA certification.

EXPERIENCE: PAID & UNPAID

- Includes most recent job title, organization, city/state, and dates employed (month/year).
- Includes 3-5 strong action statements demonstrating your accomplishments while highlighting skills you used.
- Accomplishments and results are quantified with numbers, percentages and dollar amounts as measures of success and to demonstrate impact.
- May have a “Relevant” or “Industry” Experience section to include experiences related to career goals and an “Additional” Experience section for other work experiences.
- Volunteer roles that are skill-building experiences may be included here.

Think broadly about how your background is relevant to the position. Draw from relevant coursework, class projects, internship or work experience, volunteering, research, leadership roles, campus clubs and organizations, community involvement, study abroad, honors, scholarships, awards, publications, presentations, and language and technical skills.

WHAT OTHER SECTIONS CAN I INCLUDE IN MY RÉSUMÉ?

OBJECTIVE

- Used to convey the type of opportunity you are seeking, 1-2 skills you possess, and how you can help the company. Objective should match the position you are applying for and support why you are qualified for the position. If used, place after heading.

SKILLS / CERTIFICATIONS

- May be included to emphasize special skills like technical skills, foreign language, etc. Include skills that will be beneficial for your career goals and avoid listing skills that are difficult to measure (i.e.: good listener, quick learner). If used, place after education.

DEVELOPMENTAL EXPERIENCE

- Consider utilizing things like class projects, research assignments, or significant coursework to help demonstrate your skills and abilities. This is especially helpful if you lack relevant experience in your preferred career area. Refer to our “Résumé: Developmental Experiences” tip sheet for more information on this optional section.

INVOLVEMENT / LEADERSHIP / VOLUNTEER EXPERIENCE

- May be included to demonstrate your ability to lead others, work in a team, etc. Include short bullet statement to demonstrate impact. If used, place after experience.

HONORS / AWARDS

- May be used for things like Deans List, scholarships, achievement awards, etc. Specify honor or award if not apparent. Include dates as appropriate.

HOW SHOULD I FORMAT MY RÉSUMÉ?

- The resume is one page for internship and entry-level job applications.
- The font is either **Arial**, **Calibri**, **Georgia**, **Tahoma**, or **Times New Roman** with no more than 3 different font sizes used throughout document (minimum font size is 10.5, maximum is 14)
- Spacing and margins are consistent throughout the resume, minimum margin all around is ½ inch.
- The use of bullets, bolding and underlines are used sparingly to organize information visually.
- All resume sections are clearly labeled. Within each section, information is listed with most recent experience first.

WHAT ELSE SHOULD I KNOW WHEN WRITING MY RÉSUMÉ?

- Include technical skills relevant to your career goals and transferable skills or core competencies.
- Include language to describe the accomplishments, outcomes, and results of your activities.
 - Example: *Initiated recycling program in residence hall based on student feedback, reducing monthly waste bill by \$200 and improving environmental awareness and contentiousness among students*
- Personal pronouns (I, me, my, or we) are not used.
- Each bullet point begins with a strong action verb. (See “Action Verbs” tip sheet). Do not start with the phrase “Responsible for” and “Duties include”.
- The resume is free of typos, spelling, or grammatical errors and has been proofread by at least one other person.
- The phrase “References available on request” is not used.

HOW DO I TAILOR MY RÉSUMÉ TO THE JOB I WANT?

- Ensure your skills, knowledge, and responsibilities from the internship or job description are clearly acknowledged and connected to your experiences. Write strong bullet statements highlighting relevant experiences.
- Organize your resume sections in order of relevance to job description to highlight your strongest qualifications.
 - For example, if your volunteer experience most clearly relates to the position, the Volunteer Experience section should be toward the top of your resume page (not buried at the bottom).
 - Use appropriate industry language; the job/internship description is an excellent source of the industry language used by company.

