



OGLETHORPE

CAREER DEVELOPMENT

What is a resume?

A resume is a *marketing tool* that you use to promote yourself when applying for an internship, job, or higher education. You want a resume to accomplish 3 main goals:

1. Promote YOUR unique combination of strengths, skills, experience, and education.
2. Grab the reader's attention.
3. Generate an interview (you want them to read your resume and walk away wanting to know more about you).

As important as this document is, employers will spend mere seconds with it. You want your resume to pack a punch so that it will be impactful when looked over by an individual for a few seconds, or when run through an AI system.

What should be on my resume?

Start with you! Your resume should have a header which has your name, university email, phone number, and your LinkedIn profile. Your name should be the largest thing on your resume, and the contact info should be in a smaller font.

Below the header, a resume is divided into sections which outline your education, accomplishments, experience, skills, volunteer work, and any other relevant categories which showcase what makes you right for the position you're applying for.

Possible sections include (but are not limited to):

Education	Experience
Activities	Service/Volunteer Work
Skills	Leadership
Awards	Relevant Coursework
Publications	Research

Biting the Bullet

In your bullet points that describe your experiences, you don't want to simply put down a job description. Think about why this experience is relevant to the employer and how you added value to the organization while you were there. Use strong action verbs at the beginning of each of your bullets. Verbs for current positions should be in present tense, and past positions in past tense.

The more concrete your bullet point is, the better. If you improved the organization, how'd you do so? What outcomes did you generate? Are there any numbers (money saved or revenue generated, people helped, etc.) that you can highlight?

ACTION + ACCOMPLISHMENT/TASK + OUTCOME

Examples:

- Streamlined package delivery process to minimize fuel usage and decrease expenditures by 10%
- Educated students on career development best practices through semester-long curriculum, which generated an 8% increase in post-graduate hiring rate

Formatting Basics

- Accessible 10-12 point font, no color
- Margins between 0.5" and 1"
- Use formatting such as italics, bold, or caps strategically
- Experiences should be in reverse chronological order, with most recent near the top

Tips and tricks

- Have a "master resume" with all of your education, experiences, skills, etc. This one can be longer than one page because it contains everything. You can pull sections from this larger document to create resumes that are tailored to specific jobs.
- Zoom out- literally! Zoom out on your resume and see how it looks as a whole. How is the space used? Does it flow aesthetically? Does anything look out of line?
- Read it out loud to see how the sentences flow, or have a friend read it to you.
- Sweat the small stuff- check for grammatical errors, spacing, hyphen size, consistent formatting, and spelling.

Common Pitfalls

- Unless you are applying for a job which requires some sort of headshot (e.g. an acting role), it is not recommended that you include a photo of yourself on your resume. It takes up valuable real estate that you could be using to outline your accomplishments.
- A skills section should be used for hard skills only (like certifications, languages, programs, etc.) You can display soft skills (such as communication or teamwork) in your bullet points.
- Once you're past your freshman year in college, it's generally recommended that you remove experiences from high school.
- There is no need to have periods at the end of your bullet points.
- Resumes do not need to contain the word *I*; it is implied.
- For undergraduate students, you will generally have a resume that is no longer than one page in length. If you have a longer resume, remember that it's important to tailor what you are writing and highlighting to the position you are applying for.

Adapted from resources from the Auburn University Office of Professional and Career Development and Indeed.com