

RÉSUMÉS

It is important to note that industry standards around résumés differ from one industry to another. Research what employers in your industry prefer before you update and/or submit your application.

Your résumé should consist of a combination of: contact information, education, experience, leadership & campus involvement, community service & volunteer experience, skills, and certifications.

The layout, formatting, and appearance of your résumé is almost as important as the content. Your résumé should be clean, legible, organized, easy to read, and tailored to the opportunity for which you're applying. Consistency in formatting is important.

RÉSUMÉ SAMPLE

FIRST LASTNAME

whitworthstudent19@my.whitworth.edu | (123) 456-7890 | LinkedIn or Online Portfolio URL

EDUCATION

Bachelor of Arts, Communication | Expected May 2020

Whitworth University | Spokane, WA

- Minor in Graphic Design
- GPA: 3.5
- Business Club

List your college/university, degree, major(s), minor(s), and GPA (if 3.0 or above). You may also include relevant coursework, projects, study abroads, or awards/recognitions.

EXPERIENCE

Administrative Assistant | May 2018-Present

Whitworth University Career Services | Spokane, WA

- Provide front desk support including checking-in visitors, collecting & processing employment and internship paperwork, and answering questions as needed.
- Trained in opening and closing procedures, often times working with little to no supervision.

Jobs, internships, projects, and community service/volunteer work. Focus on experiences relevant to the opportunity for which you're applying.

Marketing Intern | June 2017 - August 2017

The Internship Spot | Spokane, WA

- Collaborated with director of marketing to develop brochures and online creative content using Adobe Photoshop and Illustrator.
- Managed social media platforms (Facebook, Twitter, Instagram), reaching an average of 2,000 people per post.

Highlight in reverse chronological order.

Lifeguard | May 2016 - August 2016

The Fun Pool | Spokane, WA

- Ensured safety of pool patrons by regularly monitoring the pool, checking chemical levels, and cleaning the pool deck.
- Trained in emergency response as it relates to food safety.

Use action verbs and quantifiables to describe your responsibilities and support claims with numbers and data

LEADERSHIP & CAMPUS INVOLVEMENT

Career Peer Coach | May 2018 - Present

Whitworth University Career Services | Spokane, WA

- Provide one-on-one coaching to STEM students in the areas of resume and cover letter development, job and internship search strategies, and interview preparation.

Include organizational/club involvement and leadership roles you hold. Focus on roles and responsibilities relevant to the opportunity for which you're applying.

CERTIFICATIONS

Washington State Health Department, Food Handlers Permit (Expires December 2019)

CPR (Expires February 2020)

List any relevant certifications you possess

SKILLS

- Working knowledge of MS word, Excel, and Powerpoint
- Trained in the use of multiline phones
- Proficient in the use of MS Operating Systems

A skills or summary statement can also be included at the top of your résumé.

List hard skills; specific, teachable abilities that can be defined & measured.