

RESUME BASICS

The resume is an important marketing tool that summarizes your education, skills, experience, achievements, and leadership. A well-written resume should highlight relevant experiences to the job, internship, or program you are applying to and be explicitly written to the job description. The primary purpose of a resume is to get an interview. The goal is to move the employer to contact you.

Getting Started

There is no single “right” way to construct a resume. You likely have had many different experiences throughout your college career, and you won’t include all of these. Still, it can be beneficial to go ahead and write down everything that you can remember. This is a rough draft, which you can easily edit later. The information you highlight and include may differ depending on the position or program for which you are applying. It’s a good idea to keep a version of your resume that contains every experience you’ve had; you can then pull from that resume to create customized resumes for internships and jobs.

There is no one right way to organize your resume sections, and there are variations by industry and type of job/internship you are applying to, but we generally recommend the following sections:

- Education | Experience | Leadership and Involvement | Skills

In addition, you can include additional sections that make sense for your unique experiences, like:

- Projects | Lab Experience | Volunteer Experience | Honors & Awards

Resume Sections

HEADER

Your resume should begin with a heading at the top of the page similar to the examples below:

Full Name

City, State Zip

Phone Number, Email Address, LinkedIn

Full Name

Street | City, State Zip

Phone Number | Email Address | LinkedIn URL

- Generally, you should use your Denison email and address
- If you use a LinkedIn URL, please make sure you customize the back half of the link. The default LinkedIn address will have random characters similar to this: <https://www.linkedin.com/in/q78h6o4k> and you can change the back half in LinkedIn to your name (or something close) to <https://www.linkedin.com/in/yourname>

EDUCATION

Denison University, Granville, Ohio

Bachelor of Arts, History | Minor, Music

Expected Graduation: May 2027

GPA: 3.3

- Whether to include GPA can be tricky. Many employers use GPA to screen candidates. NACE recommends including your GPA if it is 3.0 or higher, while some industries are more stringent. As a general rule, do not include if below 3.0.
- In the Education section, you can also include relevant coursework, study abroad experiences, academic awards and honors, etc.

EXPERIENCE

Internships, co-op assignments, full- and part-time jobs, and volunteer experiences can all go in this section.

ABCD Company, Chicago, IL

May 2022-August 2022

Social Media Intern

- Use action verbs to describe what you did; use correct verb tense, including past tense for past experiences.
- Check out the “Power Verbs for Résumés & Cover Letters” handout for a detailed list.
- Always include keywords that match those found in the job description.
- Quantify information to show the scope of responsibility or achievement:
- List items in reverse chronological order (most recent first) under each section.
- Do not use a narrative form; bullet points are much easier to read and understand quickly.
- Emphasize your accomplishments rather than simply listing tasks for which you were responsible.

LEADERSHIP AND INVOLVEMENT

Women in Business, Denison University

August 2022-Present

Member

- Set this section up just like the Experience section
- If you have a leadership role, make sure to include that as your title (i.e. Treasurer)
- You can include a few bullet points if you want on the experience

General Guidance

- Your resume should have equal margins and clear headers that allow readers to skim through easily.
- Consistency is really important. Keep fonts consistent. Either use periods after bullets or don't.
- Generally, your resume should all fit on one page.
- Use font sizes between 9 and 12, depending on style. Readers shouldn't have to squint to read the wording.
- Your margins can be as small as .5 all around. Don't go larger than a 1" margin.
- Use of color is ok but use it sparingly. You want your experience to be the highlight, not graphics or color.
- Every industry has its own unique expectations so always have your resume reviewed by a coach
- Proofread and double-check spelling; grammatical errors could indicate a lack of caring

Resumes and AI

- Use of Chat GPT or other AI tools to help you begin to craft a resume bullet point is acceptable if you are looking for inspiration but be sure to adjust the language and edit carefully to ensure it is unique to your experience and not overly general
- If you put something on your resume, it is fair game in the interview! So be sure you can discuss everything you include on your resume with specific, real-life examples.
- VMock, a Knowlton Center tool, is a better tool if you are looking to utilize AI on your resume as it will help you understand where your resume is lacking, help you with formatting issues and more. Visit www.vmock.com/denison to leverage VMock.

Last Updated: August 2023

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