

*See reverse side for more details

Personal information

up with their names, if desired)

Resume Sections

REQUIRED

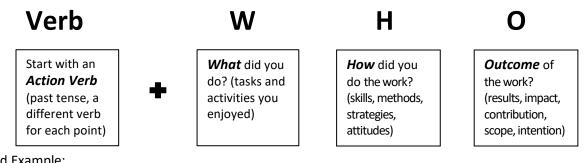
OPTIONAL

- Contact Information
- Profile/Highlights

- Education
- Experience

- Skills
- Club Involvement
- Leadership
- Coursework/ Projects
- Interests/ Activities

Write strong, evidence-based bullet points following this method:



Fast Food Example:

BEFORE using the WHO method:

• Provided customer service at fast food counter during peak hours

AFTER using the WHO method:

• Collaborated with team members to serve 40+ customers during lunch rushes,

using communication skills to ensure a positive customer experience

= HOW

= OUTCOME

= WHAT

Club Example:

BEFORE using the WHO method:

• Attended Warsaw Sports Business Club and listened to guest speakers

AFTER using the WHO method:

• Coordinated setup for Warsaw Sports Business Club's annual Hoopfest event, collaborating with 5-member team to create a safe environment for kids to learn basketball skills

Next Steps

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Tailor your resume to each job you apply for. Identify the qualifications, skills, strengths, and responsibilities listed in the job posting, and be sure to include them in your resume through your past experience.



Submit your resume for review through <u>bit.ly/LCBVirtualReview</u> or have it reviewed by a Career Peer Educator in our office. Also, have your resume reviewed by multiple people in your network to get different opinions and advice (professors, friends, colleagues).



Review all your feedback and make decisions about how to best promote yourself through your resume to your audience.