

# Writing a Resume

## Developing Resume Content from Your Experiences

**Step 1:** Begin by brainstorming and writing down your previous and current experiences: work, volunteer, student leadership, research with faculty, class projects, or anything else where you gained experience you would like to share with an employer. Avoid listing experiences from high school, unless they are exceptionally relevant to your job search or career goals.

**Step 2:** For each one of your experiences, write down phrases detailing the work you did. Ask yourself:

- What is your role? Why does your role exist?
- What skills, traits, and knowledge does it take to successfully perform your tasks/duties?
- What are the measures of success within your role? Or for the company or department itself?

**Step 3:** Using the bullet statement formula (see “Writing Strong Bullet Statements”), select active verbs that best represent the skills you used. Then, using specifics (including any quantifiable information), detail how you used that skill and what results you achieved.

### Formatting the Resume

The average recruiter spends 7-10 seconds on the first look at your resume, and you need to make sure it is easy for them to find the information they need. To ensure this:

- Use a simple easy to read font: Times New Roman, Arial, or Calibri. Minimize any color.
- Your resume should be a consistent font size throughout: 11 or 12. No lower than 10.
- For your name, use a font size that is slightly larger than the rest of your resume: 14 or 16.
- Margins should be ½” to 1” on the top, bottom, and sides.
- Avoid including your photo, birthday, and other personal information.

Begin with education, unless you have extensive professional experience. The education block should include:

- The school name, type of degree (e.g. “Bachelor of Science”), and major/minors.
- Graduation date—don’t include the start date, even if you’re still in school.
- Any achievements such as a high GPA\*, honors, relevant or important scholarships.
- Study abroad—include the university, location, and date range you were there (including months and years).
- Optionally, you can also list special projects and relevant coursework.

\*Some industries require GPA, even if it’s low. Check with your career advisor if you’re unsure about including GPA.

The bulk of your resume will consist of blocks detailing your past experiences, from most recent to oldest.

- Include your position title, the organization/company name, the city and state, and the date range you were there (including months and years).
- List roughly 2-5 bullet point statements under each experience. The experiences that you want to highlight will have more bullet point statements than other experiences that are less relevant.



# Taylor Santos

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## EDUCATION

### University of Denver, Denver, CO

Expected: June 20xx

*B.A. Sociology & Psychology, Minor in Business Administration*

- GPA: 3.78
- Accomplishments: Dean's List (Fall 20xx, Spring 20xx), Cherrington Global Scholar, Microsoft Office Excel Certified
- Relevant Courses: Foundations of Psychological Science, Child and Lifespan Development, Communication in Personal Relationships, Speaking on Ideas that Matter
- Study Abroad: Rikkyo University - Tokyo, Japan

September 20xx – December 20xx

## PROFESSIONAL EXPERIENCE

### Campus Engagement, University Admissions - University of Denver, Denver, CO

*Tour Guide*

November 20xx – Present

- Administer weekly campus tours providing insight into DU's academic and social climate
- Utilize strong public speaking and communication skills when presenting to large groups or when working individually with students and parents to ensure all questions and concerns are addressed

### Denver Metro Partners, Denver, CO

June 20xx – July 20xx

*Lead Summer Academy Intern*

- Guided and counseled 10 at-risk youth through a 6-week educational and life-skill improvement program
- Upheld rules, managed attendance and pay, tracked students' weekly progress using the Compass Learning Program
- Facilitated weekly discussions and activities promoting women's empowerment, higher education, and professionalism to promote college readiness

### Three Tomatoes - Sonoma, CA

Summers 20xx – 20xx

*Hostess*

- Greeted guests and made them feel comfortable and welcomed upon arriving
- Efficiently covered the front desk by answering the phone, relaying messages to managers and other staff members, and organizing the seating of the restaurant

### Nanny/Childcare Provider - Denver, CO

August 20xx – July 20xx

- Managed work for multiple families and maintained relationships with both the parents and children
- Integrated enjoyment, creativity, and structure for after school activities, meals, and nighttime routines

### Kappa Kappa Gamma Sorority

January 20xx – June 20xx

*New Member Educator*

- Designed and taught a 6-week new member program aimed at creating relationships and educating 45 new members on the rules and expectations, history, culture, and benefits of the organization
- Planned and executed an \$11,000 welcome event including food and entertainment for 120 members
- Developed a chapter-wide mentorship program. Advised 12 mentors through a 3-month long mentorship process

### The Bridge Project

Sept. 20xx – May 20xx

*Volunteer/Tutor*

- Tutored a 4<sup>th</sup> grade student through the academic year, building a trusting relationship personally and academically
- Oversaw the completion of homework, facilitated a reading program, and engaged student in a series of games and activities to encourage academic growth

## ADDITIONAL SKILLS

Proficient in Microsoft Office (Excel, PowerPoint, Word, Outlook), conversational Spanish, intermediate photoshop

