

How to Construct Each Section of Your Resume

Basics

- Font Size: 11-12pt font size
- Font Style: Professional – Calibri or Arial
- Consistency: Font, alignment, bolding, etc. should be the same throughout
- Clarity: Be specific about your contributions by elaborating on your professional skills
- Accuracy: double-check spelling, punctuation, grammar and accuracy of information
- Relevance: Tailor your resume to your desired position
- PROOFREAD, PROOFREAD, PROOFREAD

Sections of the Resume – *These are suggestions; your background will determine which sections and content should be included*

Header

- The header of your resume is the first thing that employers will read - keep it simple
- Include customized LinkedIn URL (if applicable)
- Use a professional/institutional email
- Use bold lettering and a larger font to draw attention to your name

Professional Profile (also known as Objective or Summary)

A brief summary of your professional skills, personal strengths and long-term career goals.

General Rule:

1. **Who you are** – Senior Marketing major at University of North Texas...
2. **Skills or accomplishments** – Hardworking individual who thrives in a fast-paced environment...
3. **Career goals** – “Seeking” an internship in...

Examples:

- *Senior Marketing major at the University of North Texas planning to graduate in May 2019. Hardworking individual who thrives in diverse, fast-paced environment and values group collaboration in a professional setting. Seeking an internship in the logistics field starting May 2019.*
- *Logistics and Supply Chain Management major with the creativity and skills to effectively solve problems and complete tasks. Possesses experience in the functional aspects of logistics including sales, purchasing, distribution, and finance. Seeking an entry level position in the logistics field.*
- *Effective communicator and results focused individual that cultivates creative thinking and supports self-management initiatives. Earned a Bachelor of Business Administration with an emphasis in Entrepreneurship from the University of North Texas. Proficient in financial analytics with an exposure to basic real estate transactions and deal making, as well as risk management strategy. Passion for superior customer service and commitment to professional growth. Seeking a career in a financial sector starting immediately.*

Core Competencies

Core competencies are the soft, transferrable skills, or personal strengths you possess.

- Make sure you can support each competency with strong examples in the event that an employer asks you to provide one. In other words, don't just list random skills that you have no experience with.
- This section should include *at least* 3-4 skills.

Analytical | Verbal Presentation | Strong Written Communication | Customer Service

Technical Skills

- Technical skills are any computer/software skills you have
- This section should include at least 2-3 skills

Microsoft Excel | SAP Software | Adobe Photoshop | VBA Programming | Outlook

Language Skills: Bilingual Spanish and English

Education

- ONLY include institutions from which you have received a degree
- Avoid listing High School Education unless you are a freshman
- List Education in reverse chronological order (current/most recent first)
- Only include GPA if 3.0 or higher
- You may also include any study abroad experience, if applicable

Related Courses/Academic Projects (Optional)

Experience (*Chronological Format*)

- Include your position, the name of the company, location and dates (in reverse chronological order)
- Use 3-step method to write your bullet points: what did you do, what did you use to do it (skills), quantify with numbers
- What I Did and How and with an Outcome

SOAR Method

- Statement of Action - What did you do?
- Occurrence of Action - Daily, weekly, monthly
- Amount of Action - 19, 50 or over 100
- Results - Increased, decreased, saved, taught
- Example:
 - Statement - Trained new wait staff
 - Occurrence - Trained new wait staff on monthly basis
 - Amount - Trained over 15 wait staff on a monthly basis
 - Results - Trained over 15 wait staff on a monthly basis which increased customer satisfaction and sales of new menu items 3 quarters in a row

Professional Skills

- Professional skills are similar to core competencies in that they are basic, transferrable skills that you have substantial experience with.
- Include at least 2-3 skills, each should be supported by 2-3 strong examples of times you have used that skill in the work place, academics, leadership roles, etc.
- Do not use personal pronouns (I, my, we, me, etc.)

Employment History (*Functional Format*)

- Include your position, the name of the company, location and dates (in reverse chronological order)
- Don't be afraid to list positions that are irrelevant to your desired field of work if it shows your ability to hold a job
- Optional: include one bullet point that describes the company or your duties as they relate to the position you held

Leadership, Campus, Community Involvement

- Include any student organizations, leadership positions, certifications, and volunteer work in this section
- Sophomores and up, avoid including any High School involvement
- Include the position, name of organization, and dates in which you were active (in reverse chronological order)