



Resume Quick Start Guide

Required Components

Heading – your name & contact information

Education – the degree you are currently pursuing at TWU; include the city & state as well as the month & year of your anticipated graduation. Do not include degrees you did not complete and do not include high school information

Experience – this includes current & past jobs & can include, either as part of your experience section or in lieu of paid work experience (if you have none), volunteer work, community service, work in a student organization, and campus activities.

EXAMPLE:

PATTY PIONEER

123 Job Seeker Lane, Denton, Texas 76204
 (940) XXX-XXXX | ppioneer@twu.edu

EDUCATION

Texas Woman's University, Denton, TX
 Bachelor of Arts in English
 Minors: History & Women's Studies

May 20XX

EXPERIENCE

TWU Write Site, Denton, TX
Student Assistant/Writing Consultant

August 20XX – Present

- Tutor peers on any form of writing assignment
- Assist with writing workshops on various topics (grammar, styles)
- Contribute to the writing center's Facebook & Twitter pages

- For current jobs, use present tense; past jobs use past tense
- Resumes are not narrative documents – do not use any “I”, “Me”, “My” statements
- For your degree, it should read as “Bachelor” not “Bachelors” Or “Master” not “Masters”
- Do not use a template. Create your resume in a Word document. Employers often use an ATS (Applicant Tracking System) to receive resumes and templates are not easy for these systems to read – your resume could be rejected from the system
- Your education – it should read as “Texas Woman's” not “Texas Women's”
- Begin all phrases with STRONG ACTION VERBS
- Do not list your references- you will most likely fill this in on the online application
- Information should be listed in reverse chronological order (most recent first)

Additional Headings

- Leadership Experience
- Honors & Achievements
- Activities or Campus Involvement
- Volunteer Experience
- Community Involvement
- Job Shadowing
- Project Management
- Awards and/or Certifications
- Licensures
- Highlights from your academic coursework – large assignments, presentations, off-campus site visits
- Additional training/relevant conference attendance
- Research
- Specific skills (nothing generic) Qualifications – use specific information – no generic skill sets

Samples

LEADERSHIP EXPERIENCE

Texas Woman's University, Curatio Club

August 20XX – Present

Vice President

Developing strong event planning & communication skills by:

- Overseeing the freshmen mentor program
- Creating and implementing workshops & practice clinics with health professionals
- Leading bi-weekly meetings of 50+ members

HONORS

Texas Woman's University, Honors Scholar Program

January 20XX – May 20XX

- Received financial scholarship, upheld GPA requirements, program participation, and community service
- Completed Honors Capstone Project – research & presentation with peers on sex trafficking in the U.S.

CAMPUS ACTIVITIES

Texas Woman's University, Barrister's Club, *Member*

Fall 20XX – Present

Texas Woman's University, Helping Hands, *Volunteer*

Spring 20XX

Other Quick Start Tips

- Make sure your format is clean and consistent and not from a template
- The most relevant information should be at the beginning of your document
- Your resume should be 1-2 pages and not an extensive list of everything you have done
- Double check for errors and typos (or better yet, meet with your Consultant to review it)
- Update your resume with EVERY APPLICATION and make sure you are tailoring it to the job posting/position you are seeking
- Quantify your content and accomplishments when possible *EX: Raised over \$4,000 for charitable donations on behalf of XYZ sorority*
- Only include your high school information during your first semester, after that do not include it
- You can include experience such as babysitting, house-sitting, dog-walking, volunteer work or community service that you engaged in through your high school, church, or civic groups