

**These are only suggestions! Each resume can be different, as it reflects your uniqueness.
Let us help you tailor your resume to your specific needs!
Call (859) 622 1296 to schedule your appointment.**

FIRST NAME LAST NAME

(Optional Mailing Address) | Professional Email Address | Phone Number
LinkedIn Customized URL/Online Portfolio

OBJECTIVE (OPTIONAL)

Seeking a position as [job title] at [company] where my [main qualifications] will support [intended accomplishment for the position]

EDUCATION

Degree (Ex.: Bachelor of Arts in English)

Minor/Concentration/Certificate:

Eastern Kentucky University, Richmond, KY

Month and Year of Expected Graduation - GPA: list only if 3.0 or higher

Relevant Coursework/Academic Projects: List a few classes/projects relating to the position Study Abroad: Include month and year, institution, location and coursework if related

Awards/Honors: List semesters (or range of semesters) and year awarded; if you have many, create a new section

RELEVANT EXPERIENCE

Most Recent Job Title, Name of Organization, City, State - *Month Year - Month Year*

- Begin each bullet point with a past tense action verb (ex.: "Researched", "Managed", "Collaborated"...); absolutely NO personal pronouns!
- Focus on the tasks that are relevant/important for the position you are applying for
- Highlight the skills employers are mostly looking for: leadership, teamwork, written/oral communication, problem solving
- Avoid generic verbs (ex.: "Worked", "Did", "Assisted"...), or repeating the same action verbs
- Try to quantify your achievements when possible (ex: "Increased sales by 30% in one year")
- Use verbs similar to those found in the job posting or a generic job description (find one at <https://www.onetonline.org/>)

Less Recent Job Title, Name of Organization, City, State - *Month Year - Month Year*

- Follow the same guidelines for each work experience you are listing

ADDITIONAL EXPERIENCE (IF APPLICABLE)

- Should be kept minimal and formatted like the Relevant Experience section

LEADERSHIP (IF APPLICABLE; SEE ADDITIONAL POSSIBLE CATEGORIES ON THE "RESUMES" HANDOUT)

Position, Name of Organization, Location - *Month Year - Month Year*

- Include involvement such as student organizations, sororities/fraternities, sports activities
- List office positions held and committee involvement
- Other section headings can include military service and/or volunteer/community service

SKILLS OR CERTIFICATIONS (IF APPLICABLE)

List any technical skills or certifications that are relevant for the position

Computer skills/databases, technical skills beyond MS Office

Language skills (fluent, bilingual, conversational)

Avoid listing "soft" skills (ex.: communication, leadership, teamwork): they should be shown through your experiences and education