

Creating a Resume

Why do I need a resume? A resume showcases your skills and experiences that you use to market yourself to potential employers. Having experience in addition to a well formatted resume is important- employers look at a resume for 30 seconds on first glance. Highlight your education and experience most.

Types of Resumes

Chronological: lists experience from most to least recent

Functional: focuses on skills and credentials over specific jobs

Hybrid (recommended): places the most relevant information to the job you're applying for at the top of the resume

Listing specific skills on your resume:

DO list tangible items such as software skills, certifications, language skills, equipment use

DO NOT list non tangible items like hard worker, dedicated, honest, flexible. While these may be true, showcase them in your bullet points

Optional headers to include:

- course projects
- honors and awards
- volunteer experience
- international experience
- campus or community involvement

PRO TIP:

Skilled in graphic design? A resume can help showcase your design skills. However, always also have a more traditional resume to use depending on the employer or organization you're applying with. **DO NOT** apply for jobs using a design heavy resume that **YOU** did not create.

Header: Should be eye catching, it's the first thing an employer sees. Includes your name, physical address, email (appropriate), phone number, social media links (optional).

STEPHENS A. STUDENT

1200 E Broadway | Columbia, Missouri 65215 | 573-876-7101 | student@stephens.edu

Education section includes: Name of institution, location, name of your degree, any minor or emphasis you have, GPA if over 3.0, anticipated graduation

EDUCATION

Stephens College, Columbia, Missouri

Bachelor of Science in Health Science

Emphasis: Healthcare Management

Minor: Psychology

GPA: 3.3

Major GPA: 3.7

Anticipated Graduation: May 2022

Experience: This is usually the largest section on a resume and includes detail about your current and past jobs and internships.

Always include: Name of the organization, location (City, ST), job title and dates worked

Incorporate strong action verbs to describe your responsibilities. Do not include pronouns such as I, me or we. Each position listed may have 3-5 bullet points.

PROFESSIONAL EXPERIENCE

Summer Ride Stables

California, Missouri

Stable Manager

May-August 2017

- Cared for 25 horses by maintaining their feed schedule, cleaning stalls, turnout, and grooming
- Assisted with injured horses by hand walking/ponying, cold hosing/soaking, wrapping, application of medicine oral/on wound and worming
- Trained 20 horses in the program through daily riding and groundwork

When creating bullet points to describe your experiences answer the questions: who, what, when, where, why, how often and how many.

DO:

- Save your resume as a PDF
- Print hard copies on resume paper
- Bring extra resumes to career fairs and interviews. Carry in a padfolio
- Have many people review your resume
- Tailor your resume to each position you apply for

DO NOT:

- Use more than one page
- List references on the resume
- Staple to other documents
- Have [hyperlinks](#) or pictures
- Use a generic template
- Include unrelated personal information (age, religion, hobbies)

Need your resume reviewed?

Email
career@stephens.edu
or book an
appointment through
HireStephensStars

Resume Checklist

Format, Layout & Content

- Does your name stand out? Will the hiring manager be able to read your name easily?
 - Consider including your middle name or initial
 - Make the first letter of your first and last name bold or one font size larger: Stephens A. Student
- Is there a balance of white space and text?
- Is formatting consistent in font size, style, bolding, italics, bullet points?
- Is the font style easy to read and the size appropriate? (10-12pt)
- Is your contact information easy to find and read? Does it include your:
 - Phone number
 - Appropriate email address (not as a hyperlink)
- Have you filled one whole page?
- Are the most relevant items to the job towards the top of the page?
- Is it free of grammar and spelling errors?

Education

- Is your degree listed correctly?
 - Stephens College
 - Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science
 - Minor or Emphasis?
 - Anticipated or expected graduation date (May or December 20xx)
- Is your GPA listed if above 3.0?
- Did you include any study abroad experience?

Experience

- Did you remove periods at the end of bullet points?
- Did you list these four information items with each experience?
 - Company/Organization name
 - Your job title
 - Location (City, ST)
 - Time frame you worked there (July 2018-May 2019)
- Did you use a variety of descriptive action verbs (directed, coordinated, executed, managed, created)?
- Did you quantify and qualify your bullet points by answering the questions: what did you do, how did you do it, how often, how many, with who, to who, with what?
- Can you group experiences together in a specific category? (Design Experience, Teaching Experience)

Miscellaneous

- Do you have any honors, awards or scholarships to list?
- Were you a member of any clubs or organizations? What was your role?
- Do you have any volunteer experience?
- Did you complete any important or relevant class projects?
- Do you have any technical or tangible skills? (specific software, CPR, bilingual, equipment knowledge)
- Have you removed high school experience once you are a college sophomore?
- Is your final copy to send to employers and apply for jobs with saved as a PDF?