



## General Resume Overview

The process of creating your resume may be confusing at times, and it may be difficult deciding what to include and what to leave off. Employers are looking for well-rounded students so it's important to include a variety of experiences, which could include: internships; volunteer experiences; part-time jobs; and student organization involvement. Start building your resume using the tips below and make an appointment with Career Services, located in the OAPSS office for help and review.

### **Start with a solid heading.**

The heading of your resume should include your name (larger than the other text on the page), your local campus address, your phone number and your email address. Many students also include a link to their LinkedIn profile, which can highlight additional skills, experiences, and recommendations from former/current supervisors, faculty, or other professional contacts in your network.

### **Describe your education.**

Your resume's Education section should include your current school and any other school (other than high school) where you've earned a degree from. This section should also include your major, your minor, and when you expect to graduate. You can include a listed of related coursework that directly connects to the position to show knowledge in case you have no related experience. Be selective and only list a few courses.

### **Listing a GPA**

If your overall GPA is above a 3.0 it's also recommended this be included in the Education section.

### **Highlight your experiences.**

It's important to be specific and intentional in letting the reader know about skills you've acquired via past experiences. The Brenda Buckeye sample resume divides her experiences into the following sections: Relevant Experience, Additional Experience,

and Volunteer and Leadership Experience.

Your resume doesn't have to look exactly like this, but it's important to have the most important and relevant items towards the top of the resume. When describing your experiences its best to use bullet points. Use strong action verbs to start each bullet point, and try to craft your points into P.A.R. statements (Problem, Action, and Result). Employers are interested in learning about critical skills you've acquired through experiential learning experiences so the more detail you provide the better.

### **Do you have specific computer or language skills?**

If so, list those out on your resume, too. It isn't necessary to list your proficiency in basic programs like Microsoft Word or PowerPoint, but you should highlight expertise in other programs, including social media platforms, programming language, design software, etc. Trainings such as eCOI, You should also let the reader know about other languages you have experience with (but be sure to list a specific proficiency level).

### **A final, optional, section.**

If you have other experiences or accomplishments you'd like to include on your resume those can often be grouped together at the bottom. This section could include awards you have received, or activities you take part in. Student organization involvement can be listed here as well. If you hold an office or elected position, make sure to include that information.