

STUDENT RESUME

CHECKLIST

FORMATTING

Keep resume to no more than two pages

Emphasize major headings in bold type

Use 12-point, standard font for text and 14-16-point font for headings in black ink

List beginning and end dates throughout the resume

No pictures, graphics or personal information (age, weight, children, etc.)

1-inch Margins

List experience and education in reverse chronological order (most recent experience first)

NAME SECTION

Add your full name to the top line of your resume

Include city and state only (do not include full address)

Include your phone number with area code

Add a professional email address (firstname.lastname@email.com)

Optional: add a link to your online portfolio (Example: LinkedIn)

EDUCATION

List the highest degree first (do not include high school information)

Write the full name of the degree and major using no abbreviations

List the full name of the institution that granted the degree, including the city and state

Include the month and year of your graduation or expected graduation date

Include the GPA if it is 3.0 or higher

EXPERIENCE

Include jobs, internships, practicums, residency experiences, relevant volunteer experience and paid work experience

If some of your experience is not applicable to the job, but you can demonstrate transferrable skills, create a section called "Additional Experience"

Include the position title, organization name, city, state and the month and years of employment or service (Example: Intern, ALSAC, Memphis, TN, January 2019-May 2019)

Each job description should have at least two short bullet-point statements that begin with an action verb

Explain exactly what you did or accomplished, do not simply list tasks

Quantify and qualify descriptions whenever possible (Example: Increased new release sneaker sales by 30%)



LEADERSHIP

List campus and community activities

List leadership positions; if the experience is applicable to the intended job, then move it to the “Experience” section.

Generally, do not include political affiliation, religious background or other information that may be open to the reviewer’s unconscious bias

OPTIONAL SECTIONS

You may also include military experience, presentations, publications, study abroad experience, etc.

HONORS

List only honors earned after high school

List any scholarships, assistantships, grants, honor societies, dean’s lists and awards

SKILLS AND CERTIFICATIONS

List any relevant technical skills (Example: Microsoft, Bannerweb, Adobe InDesign, Six Sigma Certified, CPR Certified)

Reflect your skill level accurately (advanced, proficient, working knowledge)

Include language skills and your level (fluent, conversant, etc.)

Avoid listing soft skills (great communicator, good with children, friendly, attentive, etc.)

RELEVANT COURSES

Only include the courses that are relevant to the intended job

Write the full course names; do not use course numbers

Graphic Design and Art majors can demonstrate their creativity on their resumes.