

Resume Ingredients

Lees-McRae College Career Services

Below are categories that may be included in your resume or curriculum vitae (CV). This is to assist you in marketing yourself to potential employers. Keep in mind—these are suggestive tips that may be formatted and ordered in numerous ways.

Heading or Contact Information

Your name should be recognized first (adjust font size and bold accordingly). Be sure that this information is up-to-date so that you may be reached during the job search process.

Name: _____ Phone # _____

Address: _____ Email: _____

Education

Omit high school information and list all colleges in reverse chronological order (most recent first). Include the degree (or anticipated degree) earned, major(s) and/or minor(s), year graduated (or expected graduation date) and institution title and location. List any outstanding academic information (GPA over 3.5, Dean's List, Chancellor's List, scholarships, or Latin Honors) and study abroad.

Degree and Major(s): _____ Minor(s): _____

Graduation or Expected Date: _____ Cumulative/Major GPA: _____

Experience

This may be titled Work Experience, Related Experience, or Relevant Experience, among others. You may split your Experiences into multiple sections (i.e., Teaching Experience or Volunteer Experience). These sections may include jobs (part-time and full-time), internships, and work study. Be sure to include experiences that are relevant to the position you are applying for and list them in chronological order with your most recent first.

Position Title: _____ Business/Organization: _____

City, State: _____ Dates: _____

Tasks Performed (typically listed as bullet points):

Position Title: _____ Business/Organization: _____

City, State: _____ Dates: _____

Tasks Performed (typically listed as bullet points):

Position Title: _____ Business/Organization: _____

City, State: _____ Dates: _____

Tasks Performed (typically listed as bullet points):

Involvement & Leadership

Include relevant experiences with clubs, organizations, campus activities, and leadership positions.

Position Title (president, treasurer, member, etc.): _____

Organization Name, City State: _____

Duties/Accomplishments: _____ Dates: _____

Position Title (president, treasurer, member, etc.): _____

Organization Name, City State: _____

Duties/Accomplishments: _____ Dates: _____

Research/Projects/Presentations

You may want to include any involvement with a faculty member's research or research of your own if related to the job you are applying for.

Title: _____ Location Presented (if applicable): _____

Description: _____ Date: _____

Skills

Computer or other technological skills, foreign languages, research/assessment, certifications, specialized equipment training, or other relevant skills. These may be listed as proficient in or working knowledge of.

Professional Development

If relevant, include any memberships of professional organizations or conferences attended.

Helpful Tips

- Use a basic, professional and readable font such as Times New Roman, Arial, Garamond, or Georgia
- When describing your experiences, use past tense for past jobs and present tense for current jobs
- Quantifying your experiences makes your descriptions more detailed and impressive. For example, include the number of people you supervised, the amount of money you handled, or percentages that display increased engagement, sales, or attendance.
- Qualify your descriptions by using strong action verbs to begin each bullet
- Avoid using "References Available upon Request" as this is assumed
- Balance the use of "white space" with text in your layout (do not cram onto one page but do not stretch for length)
- If submitting a hard-copy, print on professional, use high-quality resume paper
- If emailing, save your document as a PDF file to avoid edits