

# WRITING YOUR RESUME



Creating a great resume is your exciting first step to getting a job.

Think of it as an advertisement for yourself—a well-crafted summary of your education, experience and skills—designed to convince the reader to contact you for an interview.

The diagram below highlights some key parts of the resume that you might choose to include. Your resume will likely include a mix of the sections shown.

## EDUCATION

The education section should include institution, major, GPA (if higher than 3.0) and date of completion. It can also include relevant coursework.

## EXPERIENCE

This section should include part-time jobs, internships, volunteer roles and other activities that provided you relevant professional experience. Be sure your job title clearly describes your role.

Course assignments and self-driven projects also can provide evidence of experience and skills. Include them in this section.

Including any research you've done provides the opportunity to demonstrate skills and experience collecting, analyzing, and managing data.

**John Smith**  
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**Education**  
University of Nevada, Las Vegas Estimated May 2021  
**Bachelors of Arts in Criminal Justice, Minor in Psychology**

**Relevant Coursework**  
**COM 101: Communication Strategies** focuses on learning communication strategies to implement into professional, personal, and academic settings.

**Work Experience**  
Student Security Guard | **University Police Services** Jan 2019 - Present  
Sales Associate | **Kohl's** Jan 2017 - July 2017

**Internship Experience**  
Intern | **Clark County Juvenile Detention Center** July 2019 - Present

- Develop and implement rehabilitation and treatment plans to assist juveniles
- Shadow probation appointment for juveniles to evaluate their progress
- Arrange court-ordered treatment services and monitoring service activities

**Leadership Experience**  
Student Vice President | **Alpha Phi Sigma Theta Tau** Aug 2018 - Present

- Cultivate strong networking skills by participating in conferences
- Host general member and e-board meetings for the organization
- Network in the community to identify and secure scholarships

**Project Experience**  
**GSC 300: Urban Adventure** Fall 2018

- Gained practical experience through participating in simulations
- Learned about today's social issues that impact the community
- Advanced interpersonal communication and critical thinking skills

**Technology & Skills**  
SPSS | CPR & First Aid Certified | Security Guard Card | Data & Analytical Skills | Qualitative Research | Research | Data Visualization | Adobe Acrobat  
Google Suite Microsoft Office

## TECHNOLOGY & SKILLS

This section should NOT include soft skills, such as people skills. It's better to think about what concrete tasks you can perform for an employer.

# TIPS FOR STANDING OUT

## 1. KNOW YOUR BRAND

Your brand is the sum total of what you have to offer an employer—a mix of experience, skills and personal interests/enthusiasm/ passion. What makes you a great candidate? It's useful to write out a personal brand statement and let it guide how you write your resume.

**Here is an example:**

*"My academic background in digital marketing and public relations, my skills in writing social media, and my passion for connection with new and diverse audiences make me an excellent candidate for this opportunity."*

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## 2. PROVIDE EVIDENCE

The bullets below your job title are called accomplishment statements. They describe your achievements. Sometimes students struggle with elegant self-promotion, but there is a handy formula you can use to articulate your accomplishments:

**ACTION + PROBLEM/PROJECT + RESULT**

**Here is an example:**

*"My academic background in digital marketing and public relations, my skills in writing social media, and my passion for connection with new and diverse audiences make me an excellent candidate for this opportunity."*

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## 3. FORMAT FOR QUICK READERS

According to a study released by online job-matching service *TheLadders*, recruiters spend an average of six seconds reviewing an individual resume. This makes it critical to use an information architecture that provides an easy, efficient and productive reader experience.

Use white space and formatting techniques like bold, italics and underlines to create a visual logic —make it easy to zero in on specific information for busy readers.

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## 4. MATCH YOUR RESUME TO THE ROLE

Every resume should match the role you are applying to. You might have three or more different resumes for the kinds of opportunities you are interested in. For example, if you're a communications major, you might have one resume focused on social media roles, one focused on events, and one focused on public relations. Integrate key words from the specific job description into your resume to help you stand out. ***We've provided a how to guide in a separate "Tailoring Your Resume and Cover Letter" handout.***