



RESUME OVERVIEW

A resume is one of the most important documents in your internship or job search. It is a personal marketing tool that may lead to an interview. Think of your resume as a highlights summary of the skills, experiences and knowledge you will bring to a specific position or industry.

Format: What should my resume look like?

Most employers spend fewer than 20 – 30 seconds reviewing your resume. Resume formats need to be readable, well organized and concise. Avoid using Microsoft Word templates. Creating your own document demonstrates your computer skills and initiative. Templates can also be more difficult to edit, download and format over time. To help you get started, the Business Career Center provides samples of well-organized resumes.

Content: What should my resumes include?

Your resume is unique to you. It should highlight your skills, experiences and accomplishments.

A resume should include:

Header – Contact information

Objective (optional) – Answers the questions, “What do I want to do?” and “What can I offer?”

Education – School, degree(s), and graduation date

Skills (optional) – Describes skills that are above and beyond what is expected

Experiences – Work, internship, volunteer, and class project accomplishments

Honors & Activities – Honors/scholarships awarded, extracurricular activities and leadership roles

Length: How long should my resume be?

Your resume should be concise. In most business settings one-page resumes are preferred by employers for interns and entry-level opportunities. A two-page resume is acceptable within IT and non-profit fields.

Resume Dos and Don'ts

Do

- Use bullet points to keep text action-focused and concise
- List job experiences in reverse chronological (most recent first) within sections
- Use action words
- Use readable font styles and sizes
- Include accomplishments
- Represent your experiences accurately - *Exaggerations or false statements within a resume can be grounds for termination*
- Proofread carefully

Don't

- Have spelling or grammatical errors
- Include “References upon Request” at the bottom of your resume - *Most employers who want references will ask. Use space on your resume to share more details about you and your experiences*
- Include personal information such as age, ethnicity, photos, date of birth or marital status
- Use personal pronouns such as I, me, my, or their

RESUME WORKSHEET

As you prepare your college-level resume, use the following worksheet as a guide and reflective exercise. Try to fill in as much as you can and obtain as many “yes” responses as you can.

Header	<p>Did you use your Marquette email? Yes ___ Not yet___</p> <p>Is your address utilizing either two parallel sections or one centered address for one residence? Yes___ Not yet___</p> <p>Is your name larger than the rest of your header and bolded? Yes___ Not yet___</p> <p>Is only 1 phone number listed? Yes___ Not yet___</p>
Education	<p>What is your degree?</p> <p>If you know your major(s), please list here:</p> <p>If you do not have a major, it’s okay! Leave that line off until you’re reasonably certain in your path – that might be next month, or next year!</p> <p>I have excluded all high school education: Yes ___ Not yet ___</p> <p>Additional reminders:</p> <ul style="list-style-type: none"> - Include a previous post-secondary institution only if you have obtained a degree there - Include study abroad when applicable - Marquette graduation should be listed as “Month Year,” not inclusive dates. List your graduation month and year here:
Skills (optional)	<p>If applicable, did you include any language skills and your proficiency? Yes___ No___</p> <p>If applicable, did you include any extraordinary computer skills (not including MS Office)? Yes ___ No___</p> <p>Remember, skills are best incorporated into the bullet points associated with your roles. A reader wants to know the context and HOW you developed skills, not just that you HAVE skills!</p>
Experience: Format	<p>Does each experience include the organization name, job, city and state? Yes___ Not yet___</p> <p>Did you list relevant experience in reverse chronological order? Yes___ Not yet___</p> <p>Do you indicate dates of employment? Yes___ Not yet___</p>
Experience: Verbs	<p>Are action verbs used at the beginning of each bullet point? Yes___ No___</p> <p>Are action verbs used in the appropriate tense? Yes___ No___</p> <p>Do your verb forms match an ‘I’ subject? Yes___ No___</p>

	<p>Did you remove all personal pronouns from your bullet points? Yes ___ Not yet ___</p> <p>Practice makes perfect: use this space to craft 1-2 bullet points for your most recent experience (remember, experience is experience! It does not have to be paid roles; class projects and volunteer endeavors are impactful):</p> <ol style="list-style-type: none"> 1. 2.
<p>Experience: Skills</p>	<p>Do you make use of skills associated with your degree, such as written and verbal education, any data analytics work, etc? Yes___ Not yet ___</p> <p>Are the job duties listed relevant to industry needs? Yes___ Not yet ___</p>
<p>Honors, Activities and Class Projects</p>	<p>Do you have any class projects that you can include on your resume, such as Business Day One? Yes___ Not yet ___</p> <p>Are you involved in any clubs or activities on campus? Yes___ Not yet ___</p> <p>Would you like to be involved in any clubs or activities? List a few Maquette-specific clubs or student groups you could join. Remember, this could relate to your educational pursuits, identity, or be simply ways to meet new people and pursue hobbies you enjoy. This information can be found both on the COBA website and on the Office of Student Development website:</p> <ol style="list-style-type: none"> 1. 2. <p>Do you have any scholarships? Yes___ No___</p> <p>If yes, did you list why you received those scholarships? Yes___ N/A___</p> <p>Did you exclude any previous high school involvement or activities? Yes___ No___</p>

OTHER FORMATTING POINTS TO CONSIDER AS YOU REVIEW YOUR DOCUMENT

Use this as a guide: Check off each item when you have reviewed and completed it.

- Resume is consistent and follows resume norms.....
- Consistent spacing/white space between sections, after headers.....
- Dates align throughout document.....
- Margins are same size top to bottom and left to right (1 or .75 inches).....
- Consistent use of font , font size and style in headers and resume content.....
- Present employment experience described in present tense verbs.....
- Past employment experiences described in past tense verbs.....
- Correct spelling throughout document.....
- Bullet points consistently end with or without punctuation.....
- Bullet point alignment/spacing is consistent throughout document.....
- Resume should be no longer than one, single-spaced page.....
- *If included, an objective section should describe goals for the job/internship that would not be already implied by major and/or graduation information.....
- Resume has no grammatical or spelling errors.....