

# Resume Guide

## Resume Guide

### What Is A Resume?

A resume is a one-page formal document that job seekers submit to hiring managers and employment recruiters as a means of showing their work experience, educational background, and special skill sets. Successful resumes entice potential employers to invite applicants to interview for the position.

### Resume Tips & Advice

#### Resume Structure

There's no one right way to setup a resume. Though there are certain aspects that you should consider that will best communicate your experiences.

- A summary statement
- Highlighting your education experience
- What skill set you could provide
- Relevant and professional experience that aligns with the role
- Leadership experience
- Your on-campus involvement
- Community or volunteer experience

#### Space-Saving Tips

With the limit of keeping your resume to one page you have to optimize as much space as possible. How do you maximize space and keep your resume on these confines? Consider these ideas and review our sample on page 3.

- Consider deleting a section that might not be as important as others (i.e. summary, etc.)
- Reduce the margins from the standard 1" for a little extra space
- Keep your heading small. No more than 1.5" at the most
- Depending on the font, consider if you can decrease the size. Size 11 is recommended so the content is still legible
- Combine experiences from the same organization or highlight promotions by referencing past roles in the current role
- Decrease font size between paragraphs



## What Are Employers Looking For?

Employers spend on average 6 seconds reviewing your resume. Here's how you can make yourself stand out from other applicants.

- Use bolding, underlining, or italics to communicate the most important information
- Headings: Should provide organization that allows the reviewer to process information quickly
- Role Titles: Unlike company names a lot of role titles are universal. They quickly communicate and can show experiences an individual has gained

## Common Tips

Consider these other recommendations when constructing your resume:

- Make sure your resume is error free. Have someone that you trust double check it before you send it off
- Use past and present tense. If you are currently in a role use present tense. If you are no longer in the role, use past tense

## Describing Your Experiences

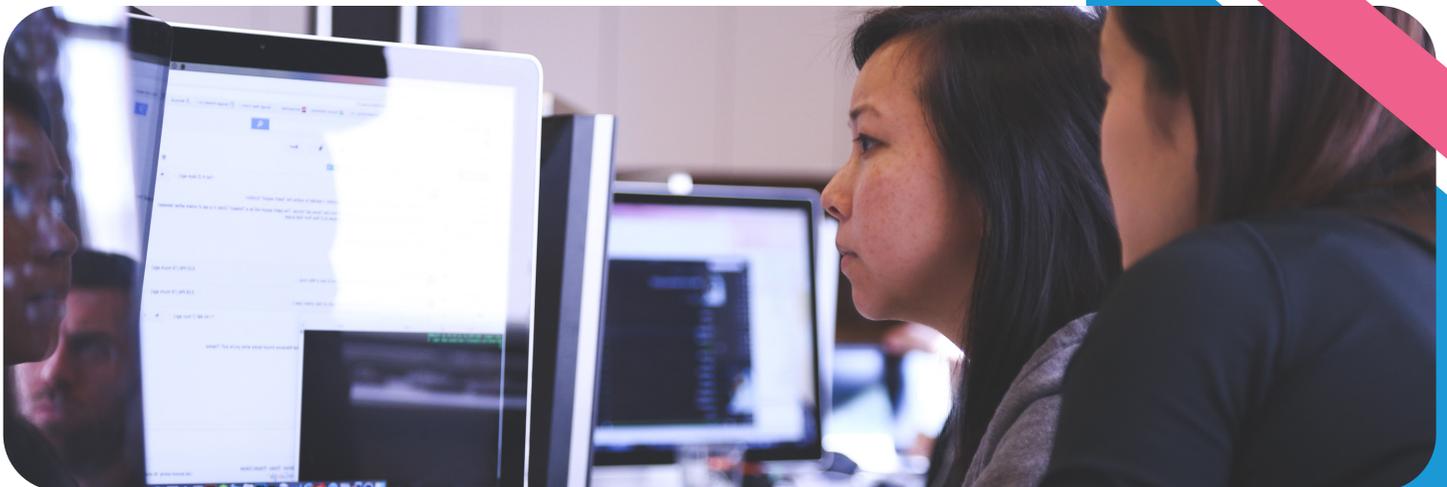
It's not only what you do that's important it's also why you do it, the outcomes, and the quantifiable results. Here are some examples of how you can add more detail to a simple bullet point.

- **Original Bullet 1:** Planned events
- **New Bullet 1 :** **Successfully coordinated logistics for events with 100+ guests.**
- **Original Bullet 2:** Managed interns
- **New Bullet 2: Managed a team of three interns to successfully complete a marketing project.**

### Ascend Tip

When describing your experiences keep these 3 subjects in mind:

**Power Verb + Context + Result**



# Jane R. Doe

1234 Main St.  
Nowhereville, IN 46265

Mobile: (888) 888-8888  
jrdoe@gmail.com

Make sure all contact information is updated.

## Education

*Degree:* Bachelor of Arts, Magna Cum Laude - Hanover College, Hanover, IN  
*Major:* Geology | *Minor:* Spanish, Communications  
*Expected Graduation Date:* May 2018 | **GPA: 3.78**

Only include your GPA if it is a 3.2 or higher.

## Professional Experience

*Human Resources Intern:* Indiana State Fair and Event Center  
Indianapolis, IN | May 2016 - Present

- **Hire** approximately 1,300 employees for the Indiana State Fair
- Complete background checks, conduct interviews, and assist hired applicants
- Perform office duties such as answering the telephone and maintaining files in an orderly fashion

Use present tense if you are still actively in the role.

*Student Hall Director:* Office of Student Life, Hanover College  
Hanover, IN | August 2016 - May 2017

- **Supervised** Resident Assistants (RA) and Seniors RA in area of responsibility, monitoring work performance and evaluating staff members on a regular basis
- Worked with Associate Director and Director of Student Life to oversee completion of RA programming
- Managed overall operational functions in residence hall
- **Promoted from Senior RA (January 2017 - Present) and RA (May 2016 - January 2017)**

Use past tense if you are not actively in the role anymore.

*Lead Event Student Ambassador:* Office of Admissions, Hanover College  
Hanover, IN | September 2015 - August 2016

- Supervised over 30 Student Ambassadors, ensuring attendance and approving requested absences
- Served as Student Ambassador (September 2013 - May 2014)
- Assisted in the planning and execution of events by scheduling and instructing Ambassadors of their duties

Incorporate related roles under one role to save space.

## Leadership Experience

***Chief Administrative Officer:*** Kappa Alpha Theta, Hanover College  
January 2016 - December 2016

- Served on the executive committee, and chaired the bylaws and nominating committee
- Maintained accurate membership status and submitted awards applications

Draw attention to significant headings by **bolding** or *italicizing*.

*President ; Charter Secretary:* Circle K Club, Hanover College  
September 2015 - November 2016

- Organized service projects, fostered leadership skills, and encouraged fellowship with members
- Attended multiple events to develop leadership, provide service, and elect new board members