

Resume Guide

with examples



WHAT IS A RESUME?

Your resume is a personal marketing tool that summarizes your personal data, your educational background and training, your work or professional experience and qualifications, and your achievement highlights.

BEST PRACTICES

- ✓ Generally, resumes should be one page. Exceptions include extensive involvement, psychology, and speech majors
- ✓ Remove high school experiences by the end of sophomore year
- ✓ Make the section headings work for you. For example, if you have extensive volunteer experience, you can group it all in one section. Some students separate their “work experience,” which would include paid on-campus or summer jobs and “professional experience,” which could include unpaid experience relevant to their interests
- ✓ Name should be 14-point font or larger, font otherwise should be 10.5-12
- ✓ Margins can be as small as 0.5”
- ✓ List experiences in reverse-chronological order (most recent experiences at the top)
- ✓ Strive for perfect grammar, perfect spelling, and consistent format
- ✓ Do **not** use colors for business resumes, use *discretion* with color for creative industries
- ✓ Do **not** include a headshot
- ✓ Do **not** have an “Objective” section or a “Summary” section. A few years after graduating or when making an industry change, a summary can be helpful.

THE HEADING

- ✓ Include your cell phone number and one email address
- ✓ Include city, state, zip. If you have a LinkedIn profile, customize the URL and include that in the heading
- ✓ Ensure your email address is professional. Typically, students use their Loyola email addresses until graduating, when many will shift to Gmail, Comcast, Verizon, etc.

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EDUCATION SECTION

At this point, your education section is your most important experience you have to offer an employer and should be listed at the top. You can include college, as well as high school here.

- ✓ Lead with your most recent education. Since Loyola University Maryland is most recent it should be placed above high school
- ✓ Be sure to include location, expected graduation date, your degree written formally (i.e., not “Psychology Major”), and GPA if it is a 3.0 or higher
- ✓ Avoid abbreviations
- ✓ Awards / Honors can also be listed here or listed out in a separate section
- ✓ Once you are in your third year at Loyola you can remove your high school education portion of your resume
- ✓ **Pro-tip:** Include relevant courses if they are especially relevant for the job or graduate school you are applying to

EDUCATION

Loyola University Maryland

Bachelor of Arts in Communication, specialization in Journalism

- Honors: Dean's List Fall 20xx
- Cumulative GPA: 3.578

Baltimore, MD
Expected May 20xx

Strath Haven High School

- GPA: 3.7 / 4.0

Wallingford, PA
June 20xx

WORK EXPERIENCE SECTION

- ✓ List in reverse chronological order, with the most recent position/experience being first
- ✓ Key information: name of the organization, location, your title, and dates
- ✓ Avoid personal pronouns and "responsibilities include"
- ✓ Use action verbs to tell the reader what you did, how you did it, and how that made an impact to the organization's goals
(Action Verb + Core Content + Result, Purpose, or Impact)
- ✓ Focus on the skills you gained from the experience. Highlight transferable skills rather than daily duties or tasks
- ✓ Diversify your bullet points and align them with the job description when possible
- ✓ **Pro-tip:** Demonstrate impact and provide metrics when possible. Adding numbers to quantify your bullets can go a long way to help the reader to picture the impact. When crafting your bullets, think about including the following data points: How much money did you raise? What were the ages and number of children worked with? How many people did you supervise/serve? Did your contribution increase sales and by how much?

WORK EXPERIENCE

Citigroup Global Markets, Inc.

Wealth Management-Intern

Boston, MA
Summer 20xx

- Joined class of 15 analysts for a 10-week, project-based internship in Wealth Management
- Developed reports and presentations for directors regarding their current clients
- Showed strong written and oral communication by effectively collaborating with fellow team of interns to help present options for real clients to meet their financial goals
- Learned strategies for playing a critical role in promoting client loyalty and a world-class client experience

Loyola University Maryland – Fitness & Aquatic Center

Equipment Facility Attendant

Baltimore, MD
Fall 20xx-Present

- Manage equipment for club/intramural sports and other patrons
- Interact with members to answer any questions and maintain equipment accordingly
- Perform routine maintenance on equipment on an as-needed basis to avoid unsafe conditions and injuries

The Springhaven Club

Caddy/Bag Room Official

Wallingford, PA
September 20xx – August 20xx

- Develop strong relationships with members to enhance their club experience and build personal clientele base
- Maintain, store and manage country club property, as well as members personal equipment
- Enforce all club/golf policies, managing first tee and overseeing pace of play

ACTIVITIES SECTION

- ✓ List in reverse chronological order, with the most recent position/experience being first
- ✓ Include name of the organization, location, your title, and dates
- ✓ This section could be named Campus Involvement, Extracurricular Activities, Leadership, Volunteer Involvement, etc.

ACTIVITIES

Loyola University Maryland Student Leadership Corps

Baltimore, MD

Member

September 20xx - Present

- Nominated and selected to participate in multiple sophomore leadership initiatives
- Attend various leadership retreats, meetings, and lectures with the goal of enhancing future leadership opportunities

SKILLS SECTION

- ✓ Add relevant skills and certifications to this section and state your level of proficiency.
- ✓ When deciding whether to include a language, consider if you would be comfortable if an interviewer wanted to speak with you in that language
- ✓ Examples of skill levels include introductory, working, basic, advanced knowledge, or conversational, fluent, etc.
- ✓ Microsoft Office and Word are unnecessary
- ✓ **Pro-tip:** Include interesting details about yourself as a tool for conversation starters during the job interview but avoid going overboard

SKILLS

- *Computer:* Proficient in SAP and Photoshop
- *Language:* Conversational in French