



How to Write a Resume

The following information is provided to help you understand what content to include in a resume. Note that the information is not in any kind of resume style. Use the [Resume Generator at Jobipedia.org](http://Jobipedia.org) to write your resume. It will help you develop the start of a professional resume which you can save in MSWord to upload into Polar Careers powered by Symplicity for prospective employers to see. Other resume wizzards” are not recommended; they are often poorly designed and impossible to edit when you need to make changes later. If you have a good knowledge of MS Word you can choose a style you like and set up your Word resume yourself. To see some styles, Google-search “resume styles” or “resume styles” AND “your career field”.

CONTACT INFORMATION

List your name and contact information at the top of your document. List your **just your home city and state along with your cell phone number and campus email.**

CAREER OBJECTIVE

Career Objective statements are **no longer recommended.** Employers and graduate schools do not favor them. You will cover both your intent and your experience/ability in your introductory email or letter, or your graduate admissions statement.

EDUCATION

For college students and recent graduates, the education section is typically the next information to list on your resume. High school education can stay on your resume until your senior year however, expect to remove it earlier; you will likely have more important information to add to your resume and will need the space. Content in this section should be formatted similar to the following example:

Name of Degree, Major, Month & Year of expected graduation
Minor, Concentration, or Option if applicable
Institution, City, State
Major or Cumulative GPA if above 3.0 (include scale, i.e. 3.1/4.0)
Honors: (not need-based; include short explanation)

Diploma, Month and Year received
High School Name, City, State
Major or Cumulative GPA or Class Rank (include scale, i.e. 3/221)

RELATED EXPERIENCE

Experience related to your career field is the next most important section for a college student or recent graduate. Your reader will want to know what practical, hands-on, “real-world” experience you have. Obviously, **career-related experience** is the most highly valued. Such experiences can include: tutor, teaching assistant, research, internship, co-op, self-employment, military service, campus job or volunteer role. Descriptions of **applied academic experience** is also valuable. Use **keywords** related to your career field to write your descriptions of the work you did or experience you had. This section should consume approximately the center third of a one-page resume.

Summarize your experiences in reverse date order listing the most recent experience first. Your entries might look something like the following:

Position Title, Employer Name, City, State, Dates of Employment

Write a brief description of tasks; use descriptive adjectives, and active verbs with direct object phrases. Include major accomplishments and/or recognition such as awards or promotions. Answer these questions:

- What were the steps/tasks that you completed?
- What were the outcomes of your work? Be a quantifiable and qualify-able as possible.
- Have you used terminology learned on the job or applied from your education? These “keywords” are what make your resume more searchable when posted online.

“Assignment Title” for Course Title, date

Writing about your academic assignments allows you to document your knowledge in your career field. Consider:

- What projects, presentations, and/or papers have you prepared about your subject career field?
- What is the premise of the assignment?
- What tasks did you undertake to complete the assignment? Indicate which tasks YOU completed.
- What was the outcome of the assignment? i.e. presentation to faculty and students, wrote & submitted a paper for publication in Name of Publication, etc.
- Consider also adding a list of your completed core courses.

Some students have the opportunity to be involved in research projects during the academic year or are selected for summer Research Experience for Undergraduates or REU's. If involved in any academic research projects related to your field, include descriptions of them as well.

“Title of Research”, Institution, City, State, date

- Who did you work under? List his/her First and Last Name and title.
- What was the premise of the research?
- What were the steps/tasks you completed?
- What, if any outcome resulted or is expected?
- Will the research be published? If so, where? When? Will you be named?
- Will the research be presented? If so, where? When?

SKILLS

This section provides you an opportunity to include additional skills you **have not detailed elsewhere** on your resume. A list of **skills without context is meaningless though**. So, include an example of your work that would help explain to your reader the level of your skill. When, where and to what extent did you use each skill? Does the skill relate well to your selected career field? If not, you may not want to waste space on it. Skill areas may include but are not limited to the following:

Computer (hardware, software, programming)
Equipment/machinery
Procedural/process
Foreign languages
Research

Written or oral communication
Teamwork
Working independently
Creative talent
Customer service

ACTIVITIES and LEADERSHIP

There is an expectation by employers and graduate/professional schools alike that students will be engaged in their academic and/or their civic communities. This means joining and being involved in various organizations, clubs, sports or activities. List professional associations, social organizations, athletic teams, religious organizations, clubs or civic projects/activities in which you participate. Be sure to also list the leadership positions you do or have held. List any recognition you've received.

If you choose to list college and high school involvement, list college first. Once you begin removing high school activities there are only a few that should remain on your resume: BSA Eagle or GSA Gold Awards.

OTHER EXPERIENCE

This is the section where you will list campus, student or summer jobs not related to your career field. Your readers will want to know, “have you ever worked anywhere?” However, they will not be interested in any details about your work unless you were recognized for your performance, received an award or made a significant impact on your employer. Entries for this section may look like the following:

Job Title, Employer Name, City, State, Dates of Employment

Polar Careers, Student Success Center | Division of Academic Affairs
OHIO NORTHERN UNIVERSITY

PHONE: 419-772-2145 | EMAIL: career@onu.edu | WEB: <https://my.onu.edu/polar-careers>

