



Below indicates the type of content to include in your resume. It also illustrates one format style. You are not required to use this style. Choose a style you like. You will find numerous style options by Google searching "resume style images".  
Do not use a template; they are difficult to manipulate later when you need to update your resume.  
**EXCEPTION:** Use [Jobipedia.org](http://Jobipedia.org) - a Free Resume Generator for Internship and Entry Level Jobs

## YOUR FULL NAME

Cell: A/C & Number | Email: ONU email address (lifetime) | Home City, ST

### EDUCATION

**Name of Degree, Major, Month & Year of expected graduation  
Minor, Concentration, or Option if applicable**

College or University, City, State

Major or Cumulative GPA if above 3.0 (include scale, i.e. 3.1/4.0)

Diploma, Month and Year received

High School, City, State

Major or Cumulative GPA or Class Rank (include scale, i.e. 3/221)

Omit high school information by the start of your senior year of college.

### RELATED EXPERIENCE

(Include if applicable.) Summarize related experiences in reverse chronological order (most recent first). Include related summer jobs, volunteer work, campus employment, internships, military service, self-employment **if it is related to your target industry.**

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.

### RELATED COURSES & ASSIGNMENTS

List course titles related to your target opportunity  
Order them based on importance, left column to right column

**"Assignment Title"** for Course Title, date

Explain the premis of the assignment. Detail the tasks that were undertaken to complete the assignment. Be sure to indicate which tasks YOU completed. Tell the outcome of the assignment, i.e. presentation to faculty and students, wrote & submitted a paper for publication in Name Of Publication, etc.

These three sections should consume about the center third of your resume.  
These are where you demonstrate your knowledge, skills and experience through using **KEYWORDS.**

### SKILLS

List several skill areas; indicate examples that will demonstrate you have acquired the skills. Detail: computer skills, equipment/machinery skills, talent, foreign language skills, research skills, procedural skills such as laboratory skills.

### LEADERSHIP/ ACTIVITIES

College:

High School:

List professional, social, athletic or religious organizations; include positions held within organizations. If listing high school and college activities, list college first, then high school.

Only include high school information through your junior year unless you excelled at something specifically and uniquely related to your target. The exception: always list BSA Eagle or GSA Gold Awards.

### HONORS

Honors: (not need-based; include short explanation)

### OTHER EXPERIENCE

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

List unrelated work experience in reverse chronological order. Include summer jobs, campus employment, or self-employment. Describe only those duties performed that would not be common to the job you held.

# RESUME GUIDELINES

## Task Statements

Use brief statements to describe your tasks; do not write in sentences. The easiest way to do this is to start each task statement with **Action Verbs**. Google-search “**resume action words**”. Add adjective descriptive words to define/explain/clarify your statements.

## Keywords

Use **Keywords** which are industry-specific words or acronyms related to your field. They help demonstrate your knowledge in your career field. To find words related to your field, try **Google-searching “keywords AND (name of your career field)”**.

## Language

- **Spelling** - Check your spelling; you have errors.
- **First Person Pronouns** - Omit first person pronouns; it is assumed that this document is about you.
- **Verbs** - Use verbs (action words) to start your task statements. You want the reader to see you in his/her mind as being ‘in action’. Google-search **action verbs, [your career field]**
- **Articles** - Remove the words ‘a’ ‘an’ and ‘the’; they are filler words and can typically be omitted
- **Prepositional phrases** - Replace with noun phrases with adjective descriptors, ex. Change “attendance of members” to “members’ attendance”
- **One syllable words** - Replace one-syllable words (5<sup>th</sup> grade reading level) with more descriptive words; use a Thesaurus.
- **Consistency** - Keep text and punctuation consistent, ex:
  - Spelling out state names (Ohio) or using state abbreviations (OH).
  - Using or NOT using periods at the end of all statements.
- **Acronyms** - List both the acronym and spell out the title; it adds “keywords” to your document.
- **Capitalization** - Only capitalize proper nouns.

## Formatting

- Set margins to standard range of .7 - 1.0” for all sides.
- Set font size including section headings to 10 -12 points in size.
- Your **name** on the top of the first page only (for multiple page resumes) should be 14-18 points in size.
- Set font to one style.
- Set line spacing to single.
- Create tabs for alignment; your text will stay where you want it if you do. For help, see the help document titled, “How to Use Tabs in MSWord.pdf” which you can download from Polar Careers powered by Symplicity.
  - Log into Polar Careers, go to the Resources tab | Document Library and search for it.
- For columns of data, use borderless tables; they’re easier to adjust if needed.
- Don’t use **bold and underline** together; it can confuse employers’ online applicant tracking systems.
- Convert line elements to borders so you don’t have to keep re-adjusting with every change.
- Moderate use of color is acceptable. All other font should be black so it will print out more clearly.
- Your first resume should be one page providing your strongest evidence. Some majors will develop a curriculum vita (CV) later in their academic career.
- Don’t overuse bulleting. However, if you have several lines of continuous text, it is viewed as a paragraph and the average reader will skip it. Break up your text by using bullets/symbols for each statement.
  - NOTE: bullets can only be placed at the beginning of a line; symbols can be added wherever you need them.

## Prioritize!

Order all sections on your resume according to what content the reader/employer is most interested in seeing first.

## Reverse Date Order Information within a Section

Information should be ordered from most newest to oldest according to dates within each section.

## Skills

A list of skills without context is not very meaningful. Add statements quantifying/qualifying when, where and to what extent you used each skill. Ask yourself if the skill relates well to your selected career field.

## References

References always go on a document separate from your resume/CV. Those who make good recommenders include: faculty, academic advisor, supervisors (especially if related to your career field) and coaches. Include:

Name, Job Title  
Department (if applicable)  
Employer Name  
Employer Address  
Phone  
Email (if applicable)

Also include 1-2 statements regarding the extent of your relationship with the recommender.

Polar Careers, Student Success Center | Division of Academic Affairs  
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