Résumé

What is a Résumé?
A resume is used to show your employability. This includes your skills, qualifications, experience, and recognition of achievement. For each job you apply to, you should tailor your résumé to respond to the job's description.

It's alive! A good habit to get into is treating your résumé as a working document that you are frequently adding your experiences to.

How to format a Résumé:
Use the same header for all your application materials.

Keep your résumé to **one page**! There are only a handful of reasons why your résumé should be two pages (you are a seasoned professional and/or you have an extensive amount of relevant experiences). If you do run onto two pages the rule is: cut the less relevant & older experiences OR fill the second page entirely. If you do not have enough experience to fill the second page, no second page. Be concise (no fluff).

The example here is only one variation. You can change the organization of information and what information you share; just make sure everything flows logically and chronologically.

Quick Tips:
> Make good use of space; too much white space is bad.

> Pick a readable font and stick to it.

> Your name should be the first and largest font on your résumé.

> Have a professional email and update from yotes upon graduation.

> Proofread. There is no excuse for mistakes. Have a peer, mentor, or a CEL staff member review your résumé before you submit it!

Your Name
Street Address, Town, State, Zip Code
555.555.5555 • your.email@yotes.collegeofidaho.edu

Education
The College of Idaho, Caldwell, ID
Bachelor of Arts in Subject, Graduation Year   GPA: 3.6/4.0
Minors: subject, subject, subject
Awards, Honors, Scholarship:
- Leadership Award *Date*, Research Award *Date*, Special Recognition *Date*, University Scholarship *Date*
Studied Abroad: Location, Year

Skill Identification
Energetic I Creative I Self-motivated I Value-driven

Work & Internship Experience
Your Title at Employer Name   *Dates of Employment*
City, State
Experience Statement: <u>what</u> you did, <u>how</u> you did it (skill you gained), and <u>why</u> it was important.

Leadership, Athletic, Volunteer Experience
Your Title at Employer/Organization Name   *Dates of Employment*
City, State
Experience Statement: <u>what</u> you did, <u>how</u> you did it (skill you gained), and <u>why</u> it was important.

Your Sport at The College of Idaho   *Season Date(s)*
 - List your personal & team accomplishments (records, championships, etc.).
 - List team activities such as community service and camps the team hosted.

Professional Presentations
Title of Project   *Date*
Presented at the blank professional conference in blank location.

Languages
Basic competencies in….
Advanced understanding and use of…

THE COLLEGE of IDAHO

Details

1) Résumé Templates:

Do <u>not</u> use a resume template. Templates constrict your ability to format more than they help. You have the liberty to format your resume how ever you choose, but this is not the time to be flashy. Be consistent and simple. If you have questions or uncertainty about formatting, the CEL staff is ready to assist you! Tip: You can create a table in a word document which will allow you to format each section of your résumé independently. When you are done creating your résumé just make sure the lines of the table are invisible!

2) Résumé Sections:

You can add or subtract sections on your résumé. For example you could add:

➢ <u>Relevant Coursework</u> - if you do not have a lot of work experience, add this section to show how the classes you've taken at The College of Idaho have taught you professional skills. Focus on the unique courses you have taken instead of each course.

➢ <u>Professional Affiliations & Memberships</u> - Member of National Association Name S*ince this Date*

or subtract:

➢ <u>Professional Presentations</u> - if you have not presented at a regional or national conference, or the employer would not benefit from knowing if you had, you can leave this section out.

➢ <u>GPA</u> - if they don't ask, don't tell or if your GPA is lower than the minimum requirements

➢ <u>Address</u> - provides a chance for discrimination especially when applying outside application area.

3) Experience Statements:

This is the hardest yet most important part of your résumé. An "Experience Statement" needs to be extremely concise and informative. Briefly answer what, how, and why.

Organized	Reviewed	Aided	Developed	Examined	Hosted
Managed	Communicated	Motivated	Edited	Planned	Analyzed
Promoted	Solved	Supported	Supervised	Interacted	Directed
Improved	Maintained	Facilitated	Coached	Negotiated	Presented

➢ <u>What</u> - What did you do in this position? This is where you will use action verbs such as:

With creative thinking	Through reasoning	By problem solving	Utilizing training information
By collaborating	By making decisions	Through development of	With attention to detail

➢ <u>How</u> - How did you accomplish this? Think of a specific skill you gained or used such as:

➢ <u>Why</u> - Why is this important? Try answering questions like: What outcome did your work have? Who benefited from your work? Did you create something that continued after you left?

Example: (What) <u>**Developed and implemented**</u> **a fundraiser on campus**
(How) <u>**by collaborating with staff and students**</u>
(Why) **to** <u>**raise money for Relay for Life.**</u>

The Center of Experiential Learning • careerservices@collegeofidaho.edu • (208)459-5240