

What to Include in Your Resume:



Summary Statement

Use keywords and list important skills within the first few sentences of your resume. These are the first words an employer reads. Make them stand out! If possible, make your summary specific by clearly stating the *company* you want to work with and the *position* you are applying for. Put yourself in an employer's shoes and answer the question they're asking: "Why should I hire you?" Summary statements serve as a brief introduction and enhancement to your resume.

Skills

Determine your strengths and list them early on in your resume. Include **hard skills** (certifications, languages, computer programs, etc.) and **soft skills** (interpersonal, leadership, organizational, etc.). Remember, your subsequent experience section should prove you have the skills you say you do (e.g. organizational skills proven by managing \$3,500 fundraiser).

Education

List your school, major(s), GPA, minor(s), and expected graduation date. Leave off your GPA if it's below a 2.7 and highlight other strengths instead. Any study abroad experiences are listed after your primary or current school. Once you are a junior in college, delete any information pertaining to high school.

Experience

List your experiences starting with your most recent or current experience. Create a timeline of your experience history. Use **bold** and *italics* to emphasize company names, positions, or keywords/responsibilities. Beginning junior year, start removing most high school experiences. Make sure to use concrete, result-driven verbs at the beginning of each description (e.g. managed, led, completed). Avoid using the same starting word twice. Use present tense to describe current positions and past tense to describe past positions.

Don't limit yourself to paid experiences. Volunteer work and internships can also be listed and described in this section.

Tailor your experiences to the position you are applying to. Add or remove experiences according to the skills the position is requiring or emphasizing. If applicable, divide your experiences into several headings or subheadings including Academic Experience, Relevant Experience, Volunteer Experience, Professional Experience, Work Experience, Leadership Experience, or any other pertinent, necessary headings.

Activities

This is the "everything else" section of your resume. Appropriate activities include ministry, orgs, music, volunteer work, leadership positions, mission trips, etc. It should be placed at the bottom of your resume because it is the least important. Be careful! *Don't let relevant volunteer or leadership experiences get lost in this section!* Pull these out and list them in Experience.

Quick Tips

- Use the same font and format throughout the body text, but your name and headings may be another professional font
- Subtly use one color to attract attention (think your name and section headings, for example)
- Avoid paragraphs of text—keep it concise and avoid repetition
- Proofread the final draft—don't let a silly mistake cost you a job!