



RESUME TIPS + FORMATTING

A RESUME is a summary of your qualifications and a display of your skill sets relevant to the job description. The goal is to present a clear, concise, easy-to-read document that makes the reviewer want to interview you.

General Guidelines

- You must set yourself apart from your peers. When writing your resume, include what makes you unique or more qualified than others who are applying.
- Proofread! Avoid "resume killers" such as spelling, capitalization, grammar, and punctuation errors.
- Be truthful. The last thing you want is to oversell your ability to perform and lose the job in the interview. Avoid words like expert, specialist, guru, etc.
- Avoid personal/discriminatory information such as SSN, picture, or references to age, religion, ethnicity.
- Put references on a completely different page. Do not include them on your resume.
- Avoid listing responsibilities or duties and focus instead on accomplishments. Your resume shouldn't read like a job description.

Use strong action verbs that align your skill set to the company's needs. Be diverse and use a thesaurus.

RESUME TIPS

- The resume's only job is to get you the interview.
- You have approximately 6 seconds to make a first impression with your resume.
- Write your own resume - copying a friend or using a template comes across as lazy.
- A single error might disqualify you. Proofread!

Customize your resume by using keywords from the job posting as often as possible throughout your resume. Most corporations use a computerized ATS system that scans submitted resumes for keywords that indicate an applicant fits a particular job.

FORMAT

- One page for undergraduate students and recent graduates with less than five years' experience.
- Use bullet points instead of paragraphs.
- Do not use less than .5" margins or 11-point font. This is easiest on the reader's eyes.
- Be consistent with your formatting: bolds, italics, spacing alignment, capitalization, dashes, dates, etc. Make it look the same throughout the document.
- Use reverse chronological order, meaning your most recent experiences are listed first.

Using the STAR Method On Your Resume:

Task: "Increased client base and advised clients on mergers."

SAME JOB TASK USING THE STAR METHOD: "Advised clients on mergers and acquisitions of business segments ranging from \$500,000 to \$1.2M, resulting in 95% customer satisfaction and 9 new client referrals."

Task: "Developed a marketing plan that redesigned a corporate concept and added 5 new stores nationwide."

SAME JOB TASK USING THE STAR METHOD: "Developed a corporate strategy, reformulated the business concept of a one-dimensional specialist to a provider of full customer service, growing from three to eight stores in 18 months."

Your Name (20pt font)

(123) 456-7890 | E-mail address (No hyperlink) | LinkedIn URL (No hyperlink)

EDUCATION

Texas Tech University, Rawls College of Business (Bold)

City, State

Bachelor of Business Administration, Major (Accounting, Finance, etc.) (Italics)

Month Year

- GPA: optional (> 3.0)
- Concentration/ Certification/ Minor
- Dean's List: Fall/Spring Year
- President's List: Fall/Spring Year

Previous Institution (Bold) (if degree obtained only)

City, State

Degree (Italics)

Month Year

RELEVANT COURSEWORK (optional)

Course Name (Bold, no course numbers)

Month Year – Month Year

- Analyzed... (showcase skills you are learning in courses within your major/industry)
- Developed...

WORK EXPERIENCE

Most Recent Company/Organization Name (Bold)

City, State

Position Held (Italics)

Month Year – Month Year

- 3-5 bullets expanding on skills/accomplishments/responsibilities
- Bullet points begin with a different Past Tense action verb
- “Show” the employers your skills, not just “tell” them

Company/Organization Name (Bold)

City, State

Position Held (Italics)

Month Year – Month Year

- Create a strong bullet that has: the **skill** you are marketing, **context details**: who, what, where, how, and then a **result**
- **Weak bullet**: Worked in a team
- **Strong bullet**: Worked in a team of four to analyze data resulting in a 20% profit for the year

CAMPUS INVOLVEMENT (optional)

Gamma Gamma Gamma (Bold)

Month Year – Month Year

Treasurer (Month Year- Month Year) (Italics)

- Coordinated...
- Maintained...

Rawls Ambassadors (Bold)

Month Year – Month Year

SKILLS (Hard, Technical skills only - optional)

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- Language (Fluent)
 - Tableau, SQL, Python, R, etc. (IT/Finance majors)
 - All skills are on separate bullets, you may put them into columns to not exceed 1 page