RESUME GUIDE

WHAT IS A RESUME?

- ✓ A quick-glance, one or two-page document highlighting your backgrounds, skills, and experiences
- ✓ A snapshot of your personal brand and the skills and experiences you have that align with the job you want
- ✓ A necessary tool to produce job interviews

WHAT IT IS NOT

- ✗ A lengthy document recounting every detail of every experience you've had
- ✗ False representation of who you are and what you've accomplished
- ✗ A list of only your job duties and tasks

KEY OUTCOMES FOR USING A RESUME

- Demonstrate how you meet the needs of the audience (an employer, graduate school, etc.)
- Receive an interview offer from interested party
- Impress your prospective employer with a snapshot of your career, skills and accomplishments

WHAT MAKES A RESUME STAND OUT?

- Demonstrates the key skills and capabilities that the reader would value using key words (also called targeting your resume)
- Directs the reader to important information quickly and clearly using easy to read, professional formatting
- Tells your story of not just what you have done but where you want to go

RESUME TIPS FOR FIRST-YEAR STUDENTS

- Include work, leadership and academic achievements from high school; by your second year of college, more recent experiences should replace those from high school
- Focus on transferable skills (i.e. public speaking, written communication) developed through other types of involvement or accomplishments; do not worry if you have limited work experience

APPLICATION TRACKING SYSTEMS AND TARGETING YOUR RESUME

When you apply for a position online, your application materials are filtered through an application tracking system (ATS). Application tracking systems sort and rank resumes based on algorithms created to filter through qualified candidates.

- Create your resume in a Microsoft Word document, but not in templates as they are often not compatible with ATS
- Customize (or tailor) your resume to ensure that your skills and experiences fit the field or industry

FORMAT GUIDELINES

We recommend that you DO NOT use a resume template from Word, Canva, or the Internet. Templates can be difficult to modify to fit your information.

- Use CAPS, *italics*, <u>underlining</u>, or bullets to separate different sections
- Keep your resume at one or two pages
- Margins should be between 0.5"–1.0" on all sides
- Use 10–12 point font size for most of the information; larger fonts can be used for headings
- Font should be in a professional style, **no colors or fancy font styles**
- Do not use first person pronouns, instead of "I coordinated travel for a team of five sales executives," use "Coordinated travel for team of five sales executives"

- Verbs should be in present tense for any current experience and past tense for any past experiences
- Dates should include a year and month, day optional
- All information on resume should be in reverse chronological order, your most recent information should be first
- If you are in an artistic or creative field, your resume can be more visually creative and include more color and graphics
- Proofread, proofread, proofread—to ensure correct punctuation, grammar, and syntax

CONTACT INFORMATION

Your name and contact information should be the first thing an employer sees on your resume.

Be sure to include:

- Name (you may choose to include personal pronoun choices) – use larger font than any other sections on resume
- Email
- Phone Number – include one number that is best to reach you
- Address (optional)
- Customized LinkedIn profile URL (example: **http://linkedin.com/in/FirstNameLastName**), or links to personal websites, and digital portfolios (optional)

Best Practices:

- It is not expected that you include your full address on your resume, but it is typical to include your location such as city and state
- If you are searching for positions outside of your current location, you may want to include the cities or states you are willing to relocate to or merely include "open to relocation"
- Your contact information should include a reliable email address and phone number
- Set-up a personalized phone greeting on your voicemail and be sure that your email address is professional and easy for employers to identify with you
- You may choose to use your Louisville email, especially when applying to graduate programs or internships, but should also set up a professional email at Gmail, Outlook, etc. for your job search
- Website links can be left hyperlinked if submitting electronically so they can easily click on the link to visit your page

If you are applying for a 'creative' role such as a position in photography, advertising, or a role that works with social media, your personal social media or portfolio work would show your skill and experience in that field. You may choose to share those links in your contact information.

Contact Information Example:

Your Name

ProfessionalEmail@domain.com | XXX-XXX-XXXX | https://www.linkedin.com/in/FirstNameLastName

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SUMMARY STATEMENT

You may choose to use a summary, also referred to as a career or skills summary, professional summary/profile, or personal branding statement. This summary allows you to tell the employer what you have to offer and why they should be interested in you. Your summary should include knowledge, skills, and expertise that meet the needs of the specific position to which you are applying. The summary can be in paragraph or bulleted format, and you may also bold or italicize keywords that you want to highlight.

Objective statements are less popular in most industries today. If you choose to include an objective statement, it is recommended that you make it as specific and targeted as possible. Include details about the position or field and the skills you can bring to the organization. Avoid generic statements that do not offer additional information to the employer.

Note: It is not necessary to use an objective or a professional summary. This information can be included in your cover letter. Many people choose to save this space to include additional information in their experiences.

Summary Example:

SKILLS SUMMARY

- Strong critical thinking and problem-solving skills using creativity to overcome challenges
- Knowledgeable in providing preventative, therapeutic, emergency, and rehabilitative care
- Excellent customer service, communication, and teamwork skills
- Skilled in maintaining accurate and detailed records

Action Verbs or Resume "Power Words"

Use action verbs to create a descriptive and effective resume. We recommend using your creativity to avoid repeating the same action verbs in your accomplishment statements. Try to avoid using common verbs like "assisted, handled, etc." and switch it up by utilizing strong, compelling action verbs that will catch the readers' eyes. See our Resume Action Words tip sheet on our website for suggestions of action verbs for your resume.

EDUCATION

Highlight the relevant and often required education and training needed for the position. You may also choose to highlight honors and awards, relevant coursework (especially advanced or relevant elective courses), thesis/dissertation titles, or study abroad experience in your education section.

Be sure to include:
- Name of the institution(s), city, and state
- Official degree titles and major(s)/minor(s)—(example: "Bachelor of Arts," "Master of Science")
- Graduation date - the terms "anticipated" or "expected" are not needed
- GPA and scale (optional—recommended for GPAs that are >3.0)—example: 3.5/4.0

Best Practices:
- List in reverse chronological order with your most recent experience listed first
- If you completed a degree from another institution, include that information in this section
- You do not need to list incomplete degrees from other institutions as those credits are often transferred to your new degree path
- Include the official degree title for your program; check your department's website to find the official degree title for your program

Education Example:

> **EDUCATION**
>
> **UNIVERSITY OF LOUISVILLE**   **Louisville, KY**
> **Bachelor of Arts in Communication, Minor in Criminal Justice**   May 2021
> **GPA:** 3.979/4.0
> **Academic Honors:** Dean's Scholar (Spring 2018–Spring 2020), Dean's List (Fall 2017, Fall 2018)
> **Academic Awards:** Awarded National Scholars Program scholarship, providing $12K per academic year

EXPERIENCE

Experience is a broad term and can encompass experiences such as paid positions, internships, campus involvement, extracurricular activities, or volunteering, etc. Experience included on your resume can be paid or unpaid. It is possible to have multiple types of experience sections.

Potential additional experience sections may include:
- Related Experience
- Additional Experience
- Leadership Experience
- Internship Experience
- Research Experience
- Field or Practicum Experience (for some majors)

Best Practices:

- Work experience should be listed in reverse chronological order, start with the most recent position first
- Include job title, organization, location, date, the impact you had and accomplishments that demonstrate your skills for the job
- Be positive and honest about your experiences, skills, and capabilities
- Highlight accomplishments using short bullet statements; start each bullet point with an action verb, list current position in the active present tense verb and list previous jobs in the past tense verb (example: create, manage, organize; created, managed, organized)
- Target your resume by ordering bullets by most relevant to the job description
- It is not always necessary to list every job you have ever had; *if you have questions about which experience should be listed on your resume, connect with your career coach*

Experience Example:

RESEARCH EXPERIENCE

Student Research Associate   **January 2021–April 2021**
Division of Infectious Diseases, University of Louisville, Louisville, KY

- Conducted research on the effect of vaccination on household transmission of SARS-CoV-2
- Designed and executed the analysis of data gathered from the Centers for Disease Control on all laboratory-confirmed cases of Covid-19 in Kentucky in which data on all persons sharing the same address are linked
- Presented a written report of the research findings of the project to the Governor of Kentucky and the Louisville Department of Health and Wellness
- Published a review paper in the Journal of Public Health today about the relationship between vaccination and household transmission of SARS-CoV-2

Accomplishment Statements

Accomplishment statements help the reader to understand the scope and context of your experiences. In a modern job search, it is not enough to just list out job duties, tasks, and responsibilities—employers are interested to know how you can add value to their organization.

SOAR Method

Accomplishment statements can be developed by using the SOAR Method, which stands for:

Statement of Action—What did you do? (Action verb)

Occurrence of Action—How often action occurred/took place (daily, weekly, annually, etc.)

Amount of Action—How much or how many? (20%, 50+, +$1MM, etc.)

Result of Action—Result of efforts/why was what you did important? (increased, decreased, designed, save, improved, etc.)

Let's say that you had an on-campus position as a student assistant at the library. You might be tempted to say, "Shelved books." But with using the **SOAR method**, you could elaborate on that accomplishment.

Statement of Action—inventoried books

Occurrence of Action—daily

Amount of Action—250+ books

Result of Action—improved library organization and patron satisfaction

Full accomplishment statement:

EMPLOYMENT

Ekstrom Library, *University of Louisville*   Louisville, KY
Student Assistant   August 2019 to May 2020
- Inventoried 250+ books daily, which improved library organization and patron satisfaction

CAMPUS INVOLVEMENT/ COMMUNITY SERVICE

Campus involvement and volunteer activities should be formatted similarly to work experience and, in some cases, (especially if you have little work experience) can be combined with work under the header "Experience."

If you have minimal involvement with an organization or have only participated in short-term volunteer opportunities, it may not be advisable to add them to your resume. Again, you want to demonstrate your impact and involvement. If space is an issue, it is acceptable to list just the organization, volunteer role/position, and dates of involvement.

HOBBIES AND INTERESTS

This section is typically not included on a resume. If there is relevant information related to your hobbies and interests, it can most likely be incorporated in another section or your cover letter.

REFERENCES

- Do not list references on your resume; you may include "references available by request" if there is space on your document

- Make sure you have 3–5 references before beginning your job search; ask your references and confirm preferred contact information. For employment, it is important to have references from a prior job

- Create a separate "References" document that can be emailed or brought to an interview; for a polished look, use the same header from your resume if asked to submit references on a separate document

- Please see our Reference Guide on our website for more information