

Resume 101

Recruiters read from left to right and top to bottom. The most important information should be at the top and left. Don't make the employer read between the lines. Ask yourself, "Why should the employer care about this experience or skill? Am I clearly communicating what they should know?"

YOUR LETTERHEAD

Create a heading that looks appealing. Make your name big enough that it is obvious whose resume it is. Be sure to include your contact information, such as e-mail, phone, and LinkedIn profile URL, use this header for your cover letter and reference page.

NOTE: Make sure your email address and voicemail greeting are professional.

Jane Doe

janemarietoe@mymail.com | 801.123.4567

EDUCATION

For college students, education may be listed as the first section. This section should include:

- **Where have you studied?** A list of universities, colleges, and/or vocational schools from which you have (or will) graduate. High school education is NOT included here.
- **What did you study?** For each school, list the degree/certificate obtained (or pursuing), your major/field of study, and your graduation date.
- **Highlights.** Consider listing your GPA (major and/or cumulative), educational honors, scholarships, clubs, relevant coursework, etc...

EDUCATION

BA in Communications
Brigham Young University

- 3.5 GPA
- Member BYUSA (campus service organization)

April 2014
Provo, UT

EXPERIENCE

The bulk of your resume should focus on your experiences, skills, knowledge, and accomplishments that you have to offer a prospective employer. In this section, consider the following:

- **Include basic info.** List your
 - 1) position title,
 - 2) the name of the organization,
 - 3) the geographic location, and
 - 4) the dates worked for each entity.

- **What did you do?** Highlight relevant and transferable information regarding your previous experience, not just the typical job duties and responsibilities. Answer the employer's question, "What can you do for me?"
- **Showcase your skills.** Use bullet points to describe what you bring to the table. Think of some specific skills you have, and include them as action verbs in the first part of your bullet.
- **Quantify.** Talk about your accomplishments with numbers, percentages, etc... rather than just words to help employers visualize what you have actually done. Provide specific, measurable, functional, realistic, and time-based examples of what you can and have accomplished through your previous experience.
- **Be brief.** In general, up to 4 bullet points is adequate for each experience. List the bullets in order from most important/relevant to least.

Remember, **ANYTHING** can be experience. Don't limit yourself to paid jobs or academic internships. Think about volunteer positions, internships, and other experiences where you gain skills that will make you a better employee.

EXPERIENCE

Early-Morning Custodian
Clyde Building (BYU)

April 2012 - Current
Provo, UT

- Train 5 new custodians in proper use of chemicals
- Implement new method for tracking material use
- Arrive promptly for each shift despite 4am start time

Ultimately, It's Up to You!

Use your best judgment when creating a resume. Follow basic resume principles, and keep in mind the standards and expectations of your industry, but create a resume that represents you in an appropriately unique way.

ADDITIONAL INFORMATION

Consider sharing:

- A skills section can be used to highlight language and computer abilities. This is also an appropriate section to describe job-specific skills.

CAUTION! Your listed skills should be backed up in your bullet points. It is much stronger to show where you used skills than to simply say that you have skills.

- An interest section allows you to show the employer that you are a personable and well-rounded individual. Include interests/hobbies that would be valued by an employer, but keep it brief.

KEEP IN MIND

- **Reverse chronological order.**

Within each section you should list entries in order from newest to oldest.

- **No personal pronouns.** Remove personal pronouns such as I, my, and me. You can also limit the use of articles such as “the” and “a/an”.

- **Make it readable.** Stick to professional fonts (such as Times, Garamond, and Arial) and a 10 -12 point size for the main content of your resume.

- **Keep it to 1 page.** On average an employer will only spend 10-15 seconds on your resume. Keep it relevant and concise. Avoid making the font extra small in order to fit more information on the page.

- **References.** Do not provide references or use the phrase “References available upon request” on your resume. References belong on their own document and should have the same header as your resume.

Jane Doe

janemarietoe@gmail.com • 801-123-4567

Education

B.S. Public Relations, *Brigham Young University*

April 2018
Provo, UT

- BYUPRSSA, Community Service Committee Chair
- Scholarship, School of Communications Half-Tuition

Experience

Public Relations Consultant, *Dr. John Richards, BYU*

March 2015 – Present
Provo, UT

- Consult Dr. Richards and his team on PR related projects
- Articulate Dr. Richard's vision for 5-year grant project which incorporates spiritually centered psychotherapies into mainstream healthcare
- Listen closely and ask clarifying questions facilitating an accurate definition of team goals

Office Assistant, *BYU Career Services*

August 2013 – Present
Provo, UT

- Mentor diverse students on proper resume etiquette
- Solve inefficiencies and problems by initiating solutions pertaining to front office management
- Ensure that a standard of excellent customer service is maintained
- Collaborate directly with counselors to carry out projects pertaining to office needs

Humanitarian Intern, *Eagle Condor Humanitarian*

January 2015 – March 2015
Cajamarca, Peru

- Built and piloted summer school program for 60+ elementary aged kids
- Taught daily English lessons, disciplined and directed children through various activities
- Volunteered at local LDS church teaching adult English classes twice a week

Public Relations Manager, *Alan Ellis Drag Racing*

August 2014 – December 2014
Mapleton, UT

- Created and managed PR campaign centered around connecting Alan with his fans
- Efficiently communicated need for clear campaign goals and honoring original vision
- Wrote transcript for inspirational video featuring Alan recounting his long journey to the World Championship

Student Body President, *Maple Mountain High School*

May 2012 – May 2013
Spanish Fork, UT

- Mediated relations between MMHS student leaders, administration, and student body
- Organized three self-esteem and anti-bullying assemblies involving Maple Mountain and Springville High Schools and their surrounding communities
- Established tradition of an annual community carnival to unite MMHS and community

Skills

- Adobe Photoshop, Lightroom Proficiency
- Experienced photographer
- Spanish, intermediate fluency

Missions and Church Service

You can include mission and other relevant Church service on your resume. Just remember to:

- Include experience that is relevant to the position
- Word your descriptions in a way that is easily understood by those unfamiliar with The Church of Jesus Christ of Latter-day Saints (i.e. Full-time Volunteer Representative)
- When using the name of the Church, it should be spelled out completely and correctly (as above) OR, you may use “Religious Organization”