

Resume Basics

OVERALL FORMAT

- Clean, easy to follow layout with consistent use of bold/italics and other formatting
- Perfect grammar, spelling and punctuation
- Easy to read font, 10-12 point size
- Resumes should be 1 page in length for MOST majors—those in “helping” fields (teaching, social work, etc.) or students applying to graduate school may have 2 pages
- Experiences within each heading should be in “reverse chronological order” (most recent first)

NAME/CONTACT

- Set up your voicemail on your phone to include your name
- Use an email address that is professional/appropriate
- Example:

Joe Panther

123 College Street | Cedar Falls, IA 50613 | 555-555-5555 | jpanther@uni.edu

OBJECTIVE *(optional)*

- A brief, 1-line statement on your resume that includes specifics regarding the type of work, role, or industry you seek
- If you can't be specific, don't include an objective on your resume

EDUCATION

- Do not list High School and only list a Community College if you earned a degree
- Make sure you list your correct degree (BA, BS), as well as the correct title for your major
- Include your expected graduation date
- List your GPA if it is above 3.0; students in mathematic or financial fields such as accounting and actuarial science should always list their GPA, even if below 3.0
- OPTIONAL: List Academic Honors, Study Abroad, and special notations in this section

EXPERIENCE

- Experience can be both paid or unpaid jobs and internships
- Avoid paragraphs and instead write short bullet points that start with action verbs
- Bullet points should focus on achievements, skills, and/or contributions to the workplace
- Consider writing about transferrable skills such as communication, teamwork, problem solving and leadership that you developed in your work experiences

LEADERSHIP & ACTIVITIES

- Experience gained through organizations such as student groups, volunteer work and community organizations should be included on your resume
- Be sure to describe leadership roles, impact on the organization, and skills you developed

ADDITIONAL SECTIONS

Depending on your field or experiences, you may have other categories such as:

International Experience	Laboratory Skills	Academic Projects
Technology Skills	Field Experience	Collegiate Athletics
Volunteer Work	Research	Honors
Internships	Publications	Languages

REVIEW

- Have your resume critiqued by Career Services (319-273-6857 or careerservices@uni.edu) for feedback and improvement, as well as insight on how to best market your experiences and skill set!