

Resumes

The strength of a good resume comes from what is included and not included and the presentation or format of content. When organizing a resume, keep in mind:

- Is the purpose of the resume clear?
- Are the needs of the employer, scholarship application or leadership opportunity addressed?
- Are the necessary skills or experiences noted in appropriate sections?

Remember to revise, refine and tailor your resume for every application.

Formatting Tips:

Length

- One page

Font

- Between 10-12 point font
- Use bigger font for your name in the header section
- Common choices are Arial or Calibri

Margins

- Dates are on the far right side of the page
- Document is both right and left justified
- To create more space - use narrow margins (.5" all the way around the document)

Voice

- Third person - no personal pronouns
- Don't include age, marital status, race, religion, pictures or graphics

What to Include on a Resume:

Sample sections that you might consider including on your resume (organized by category):

Education

Summary of qualifications

Career profile

Area of expertise

Significant accomplishments

Competencies

Professional experience

Work experience

Related experience

Additional experience

Volunteer experience

Community involvement

Campus leadership

Campus Activities

Achievements

Awards and honors

Professional affiliations

Memberships

Communication experience

Leadership experience

Lab experience

Research experience

Academic projects

Certifications

Technical skills

Language proficiencies

Publications

Research interests

Academic projects

What Employers Are Looking For:

- Career and self-development
- Critical thinking
- Communication
- Equity and inclusion
- Leadership
- Teamwork
- Professionalism
- Technical skills



Header:

This is where you can get creative, think about different font size, shapes and colors.

Always include:

- Name - this should be the biggest thing on the page
- Contact information - has to include phone number and email address

Optional items you can include:

- Mailing address including city, state or city, country
- LinkedIn customized URL
- Link to online portfolio or personal website

Education:

Always include:

- Institution
- Degree
- Major (if not included in degree title)

Optional items you can include:

- Double major
- Minor (s)
- Certificates
- GPA if above a 3.0

Activities:

Always include:

- Organization or club name
- Elected position such as president, chair, social coordinator, volunteer, etc.
- Dates of membership or service

Optional items you can include:

- Section (s) can be customized and named to fit your unique experience
- Campus involvement, activities and memberships are examples
- Bulleted descriptions with highlights of experience, qualifying impact or skills gained

Work Experience:

Always include:

- Position title
- Organization or company
- City, state
- Month and year of employment/experience
- Three to four bullets highlighting accomplishments, duties and transferable skills
- Begin bullets with strong action verbs
- Use present tense verbs for current positions and past tense for previous positions

Optional items you can include:

- Categories of experience to highlight key experience such as related experience and additional experience
- Academic projects or leadership experience, in the case of limited work experience

Skills:

Optional items you can include:

- If applicable to you as a candidate, include a skills section can be included to highlight technical skills, language proficiencies, or other skills applicable to your field

Honors and Awards:

Optional items you can include:

- Scholarships
- Honor societies
- Other awards



Resume Example 1

PISTOL PETE

pistol.pete@okstate.edu
(405) 555-5555
linkedin.com/pistolpete

Education

Bachelor of Science in Psychology May 2030
Minor: Sociology GPA: 3.3
Oklahoma State University - Stillwater, OK

Associate of Applied Science May 2024
Tulsa Community College – Tulsa, OK GPA: 3.6

Related Experience

Job Title | Employer Name – City, State Month Year – Month Year

- List your most relevant accomplishment for this job
- Provide details related to the type of tasks you completed
- Name a transferable skill that was perfected which is required for future jobs

Research Assistant | OSU Psychology Department – Stillwater, OK August 2024 – Present

- Assist Psychology Department with entering data into Microsoft Access from research
- Coordinate scheduling of follow-up study visits for 20 graduate students and 10 faculty members

Additional Experience

Retail Supervisor | XYR Products – Stillwater, OK January 2022 – August 2024

- Promoted to supervisor after two years, supervising a total of 24 sales associates
- Delegated activities and mentored 10 part-time associates daily

Campus Involvement

Title | Organization, OSU Month Year – Month Year

- List activities where leadership has been developed and be detailed about your responsibilities

Treasurer | OSU Psychology Club August 2024 – Present

- Entrusted with \$5k budget and tracking expenses, as well as allocating funds to monthly meetings and activities

Volunteer Experience

Volunteer Activity | Organization Month Year – Month Year

- Description to describe your significant experience and transferable skills

Animal Caretaker Volunteer | Humane Society of Stillwater June 2024 – Present

- Dedicate 10 hours to exercising and socializing dogs and cats awaiting adoption

Honors & Awards

Honor Societies Month Year – Month Year
Honor Rolls (President's or Dean's) Month Year – Month Year
Scholarships Received Month Year – Month Year
School & Work Related Awards Month Year – Month Year

Resume Example 2

PISTOL PETE

1234 Main St. • Stillwater, OK 74078 • (405) 555-5555 • pistol.pete@okstate.edu

SUMMARY

- List three to five competitive strengths you have that show areas of alignment between your background and experience and the job.
- Excellent communication and interpersonal skills with proven social media and marketing experience.
- Strong motivation and self-discipline displayed while working 30+ hours per week and managing 18 hours of class work.
- Recognized by management as top performer in small-market apparel company.

EDUCATION

Oklahoma State University, Stillwater, OK

Bachelor of Science in Business Administration

Graduation: December 2028

Major: Marketing

GPA: 3.0

Certificate: Leadership

WORK EXPERIENCE

Position Title

Month Year – Month Year

Company/Organization - City, State

- Start with strong action verbs in the correct tense.
- Use quantitative information to demonstrate accomplishments.
- List three to five bullet points per position describing your responsibilities and skills.

Lead Sales Associate

May 2022 – May 2023

The Place – Stillwater, OK

- Developed and maintained strong relationships with current and potential customers.
- Answered questions and provided information about products or product returns to customers.
- Recognized by management for three quarters as the top performer out of 20 sales associates.
- Earned highest sales in company for month of September by selling \$15k worth of apparel.
- Promoted from sales associate to team lead within first four months of hire.

Community Mentor

OSU Residential Life - Stillwater, OK

August 2022 – May 2023

- Strengthened communication and leadership skills through training and mentoring first year students to navigate campus.
- Created social and educational programs for more than 60 residents.

LEADERSHIP AND CAMPUS ACTIVITIES

Social Chair, Hispanic Student Association

January 2024 - Present

Treasurer, Marketing Club

August 2023 – Present

Member, Brand Squad

August 2023 – Present

ACHIEVEMENTS

President's Honor Roll

2023 - 2024

Dean's Honor Roll

2023 - 2024

OSU Academic Excellence Award

2023 - 2024

OSU Academic Scholar Award – Financed 25% of tuition

2023 - 2024

Resume Example 3

1234 Main St.
Stillwater, OK 74078

PISTOL PETE

(405) 555-5555
pistol.pete@okstate.edu

Summary of Qualifications

- More than five years of experience in service based positions
- Ability to engage with customers of varied backgrounds and cultures, including proficiency in Mandarin
- Skilled in working independently as well as in collaborative environments

Education

Master of Science Global Studies Expected May 2026
Oklahoma State University – Stillwater, Oklahoma **GPA: 3.6**

Bachelor of Science in Business Administration May 2024
Oklahoma State University – Stillwater, Oklahoma **GPA: 3.8**
Major: Management Information Systems
Minors: Economics and International Business

Experience

Graduate Assistant August 2024 – Present
Oklahoma State University Career Services - Stillwater, Oklahoma

- Provide individualized career advice, resources and information to students to progress towards career goals
- Assist students in development of resumes, CVs, cover letters and interviewing skills
- Participate as support staff for campus career fairs and special events
- Track appointment and event participation in Slate and Career Forge to analyze student engagement

Assistant Recruiter September 2023 – May 2024
Incoming Cowboy Organization at Oklahoma State University - Stillwater, Oklahoma

- Assisted international students in adapting to cultural and academic setting
- Organized and taught cultural and English language classes
- Developed, planned and coordinated overseas trips for Oklahoma State students

International Business Intern May 2022 – August 2022
Sinopec - Beijing, China

- Created and developed programs for numerous employees
- Set goals for internship, including budget and job description
- Analyzed multiple international products and made recommendations on market appeal for each

Technical Skills

Programming Languages: Python, R, C, C++, Java
Design Software: AutoCAD, SolidWorks, SketchUP, SmartDraw, Tableau
Certifications: Six Sigma Green Belt, SAS
Languages: Fluent written and spoken: English and Mandarin

Campus Involvement

- International Student Organization – Secretary January 2024 – Present

Action Verbs:

Interpersonal Skills

Accommodated	Communicated	Guided	Negotiated	Related
Adjusted	Consulted	Influenced	Personalized	Requested
Advised	Contributed	Mediated	Persuaded	Respected
Agreed	Cooperated	Moderated	Presented	Served
Arranged	Counseled	Modified	Provided	Sold
Assisted	Facilitated	Motivated	Reconciled	Taught

Communication Skills

Addressed	Contacted	Explained	Negotiated	Referred
Advertised	Convinced	Formulated	Oriented	Related
Authored	Conveyed	Influenced	Persuaded	Represented
Called	Corresponded	Informed	Presented	Resolved
Circulated	Directed	Instructed	Promoted	Showed
Coached	Discussed	Interpreted	Publicized	Spoke
Collaborated	Drafted	Lectured	Recommended	Translated
Communicated	Edited	Listened	Reconciled	Transmitted
Composed	Elicited	Mediated	Recruited	Tutored
Conferred	Emphasized	Moderated	Redirected	Wrote

Technical Skills

Adapted	Calculated	Developed	Performed	Solved
Analyzed	Compared	Engineered	Programmed	Specialized
Applied	Computed	Implemented	Rebuilt	Standardized
Assembled	Constructed	Installed	Re-designed	Tested
Automated	Debugged	Maintained	Repaired	Upgraded
Built	Designed	Operated	Restored	Verified

Action Verbs:

Research Skills

Analyzed	Gathered	Reviewed	Calculated	Operated
Clarified	Extracted	Solved	Computed	Overhauled
Collected	Identified	Summarized	Designed	Programmed
Compared	Interpreted	Surveyed	Developed	Remodeled
Conducted	Interviewed	Systematized	Devised	Repaired
Critiqued	Investigated	Tested	Engineered	Replaced
Diagnosed	Located	Adapted	Fabricated	Solved
Evaluated	Organized	Applied	Installed	Standardized
Examined	Researched	Built	Maintained	Utilized

Leadership Skills

Administered	Conducted	Encouraged	Managed	Selected
Allocated	Controlled	Enforced	Mentored	Settled
Appointed	Delegated	Evaluated	Oversaw	Signed
Approved	Designated	Executed	Presided	Specified
Assigned	Directed	Governed	Recommended	Sponsored
Authorized	Disapproved	Hired	Regulated	Stipulated
Awarded	Discharged	Led	Required	Supervised

Creative Skills

Acted	Customized	Forecasted	Introduced	Proposed
Adapted	Designed	Formulated	Invented	Research
Authored	Developed	Founded	Investigated	Revised
Composed	Directed	Illustrated	Modified	Revitalized
Conceptualized	Established	Initiated	Originated	Shaped
Created	Estimated	Instituted	Performed	Solved
Conceived	Fashioned	Integrated	Planned	Studied

Reference Example:

(Use the same header as your resume)

PISTOL **P**ETE

pistol.pete@okstate.edu
(405) 555-5555
linkedin.com/pistolpete

Name of reference

Position
Company
Phone number
E-mail address

Name of reference

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Resumes for Applicant Tracking Systems

What is an Applicant Tracking System?

Applicant Tracking Systems (ATS) collect and sort thousands of resumes by capturing information provided on a candidate's resume. The information is then scored based on how it matches the job description. 95% of Fortune 500 companies use Applicant Tracking Systems.

Make Your Resume Stand Out

For the highest consideration, experts say you need to be 80% matched to the job description. To do so, you must keep in mind both the employer's needs and the qualifications for the position.

Simple Format:

- Keep your resume format simple. Don't use text boxes, images or templates., especially resume templates from Canva.
- Your resume should be ATS ready but also appealing to the human eye.
- If you have color on your resume, it should only be used as an accent.

Tailor:

- Tailor your resume to use the same keywords as the job description.

Optimize Searchability:

- Don't just use acronyms but spell out names and common phrases.

Standard Headers:

- Stick with traditional headers like "Work Experience", "Education", "Activities and Service" and so forth.
- Separate related professional experiences from other work experience by creating separate categories
 - Example: Engineering Experience, Business Experience, Sales Experience and Additional Experience

Resume Content

With Applicant Tracking Systems, it's important that your resume includes keywords from the job description. For example:

Sample Job Description

Take note of the highlighted keywords:

- Must have experience with incoming and outgoing calls and emails
- Must have the **ability to learn technical material** in a timely manner
- Provide quotes and follow up on active quotes with customers
- Must be able to **make good decisions independently**, if necessary
- Communicate with **internal and external customers**
- Handle basic project/account management
- Requires **excellent problem solving and interpersonal skills**
- Must have the ability to work in a **fast paced, results-driven environment**

Sample Resume Summary

Use those keywords throughout your resume:

- Energetic, customer-service focused individual with three or more years of experience in customer problem solving while working independently
- Ability to perform in a fast-paced environment
- Passionate about building strong customer relationships, driving brand loyalty and increasing engagement with internal and external customers
- Strong background using technical databases such as Salesforce and Access, capable of learning new technical skills quickly

