**Sample Resume Format**

**Although there are multiple formats of resumes, there are some basics you need to keep in mind when creating yours. Use the following to help you but take advantage of the personal attention we can provide here at Kentucky Wesleyan College. Come by the Student Success Center to schedule a resume critique or contact Deborah.jones@kwc.edu**

**Format 1: First Name, Last Name**

Mailing address is optional (do not include if submitting to a large job board such as Indeed)

Professional email address/Phone number

LinkedIn Customized URL

**Objective:** An objective is optional but, if included should state the type of position being sought and the basic skills you have to do the job.

**Education:** Institution, City, State

Degree (Bachelor of Arts, Bachelor of Science), Major, Minor

 Expected Date of Graduation GPA (if over a 3.0)

 Honors/Awards (if many, this can be a section of its own). List semesters or number of semesters

 Relevant Coursework: make sure the courses you list relate to the position

**Relevant**

**Experience: Most recent relevant experience. Include Title,** Name of organization, City, State, Dates

* This can also be titled appropriate for the position (Computer Experience, Athletic Experience, etc. if

 those titles are relevant for the position.

* Begin each bullet point with an action verb (researched, developed, created, etc). Do NOT use personal

pronouns.

* Highlight the tasks/skills that are most relevant for the job you are seeking.
* Avoid action verbs that don’t really tell them what you did (worked, assisted).
* Use keywords found in the job description.
* Quantify when possible (increased sales by 20% over previous year)

 **Next experience** using the same guidelines as above, etc.

**Other**

**Experience: If applicable**  - can also be called Research Experience, Projects, etc.

* Use same structure/formatting as above.
* Projects can be academic, from jobs, or relevant personal projects.

**Leadership: Use the same format as above**.

* Include involvement such as student organizations and sports.
* This category may also include volunteer work or it can be its own category.
* List positions held and committee involvement.
* Note, it is not necessary to include everything on your resume. Be succinct and target the information you include to fit the employer.

**Skills:** List technical skills or certifications that are relevant to the position

 Computer skills beyond the basic MS office can be listed (employers love Excel)

 Language skills are always good (maybe list level such as fluent, bilingual, conversational)

Avoid skills that aren’t measurable such as leadership, communication, teamwork: these should be shown through your descriptions in the sections above.

**References:** Available upon request. This is optional and only included if you have the space.

**Additional Possible Resume Formats**

There are multiple resume formats. Here are two additional possible formats.

**Format 2: First Name, Last Name**

Appropriate Contact Info

**Education**

Again includes institution, location, degree, major, possibly GPA, study abroad, and relevant coursework

**Relevant Experience**

* Include all experiences that are relevant to the job you are seeking.
* Be sure to use action verbs and quantify when possible

**Other Experience**

* Computer Experience, Research Experience, etc.

**Leadership or Volunteer Experience**

* Remember, this doesn’t necessarily include everything you have done but just those where you had a significant commitment.

**Skills**

Technical skills such as language or computer

**Format 3: First Name, Last Name**

Appropriate Contact Info

**Objective**

* Again, objective is optional

**Education**

* Include the same information as in the previous samples

**Relevant Experience**

**Other Experience**

**Etc.**

**Some Additional Resume Tips**

* Use a Sans Serif font such as Calibri or Arial (there are others as well). Times New Roman is not preferred.
* Do not include any personal information such as birthdate, age, etc. (hobbies are ok if relevant).
* Use a margin between 1/2” and 1” on all sides.
* Avoid templates, columns, headers, footers, text boxes, and colors.
* Do not right justify dates as this often makes the resume look off balance.
* Check carefully for errors, including spelling, punctuation, or formatting inconsistencies.

