

RESUME LAYOUT

Follow this guide to help you set up your resume consistently and professionally.

Professional Profile (a.k.a. Objective or Summary)

A professional profile is a brief summary of your professional skills, personal strengths and long-term career goals

General Rule:

1. *Who you are* – “Senior Marketing major at Southeastern Oklahoma State University”
2. *Skills or accomplishments* – “Hardworking individual who thrives in a fast-paced environment...”
3. *Career goals* – ““Seeking” an internship in...”

Core Competencies

Core competencies are the soft, transferrable skills, or personal strengths you possess; list 3-4 skills.

- Make sure you can support each competency with strong examples in the event that an employer asks you to provide one (don't list random skills that you have no experience with)

*Analytical | Verbal Presentation | Strong
Written Communication | Customer Service*

Technical Skills

- Technical skills are any computer/software skills you have; list 3-4 skills.

*Microsoft Excel | SAP Software | Adobe
Photoshop | VBA Programming | Outlook*

Language Skills:

- State whether you are fluent in more than one language and list what they are

Education

- ONLY include institutions from which you have received a degree
- Avoid listing High School Education unless you are a freshman
- List Education in reverse chronological order (current/most recent first)
- Only include GPA if 3.0 or higher
- You may also include any study abroad experience, if applicable

Related Courses/Academic Projects (Optional)

Experience (Chronological Format)

- Include your position, the name of the company, location and dates
- Use three-step method to write your bullet points: what did you do, what did you use to do it (skills), quantify with numbers

Employment History (Functional Format)

- Include your position, the name of the company, location and dates
- Don't be afraid to list positions that are irrelevant to your desired field of work if it shows your ability to hold a job
- Include one bullet point that briefly describes the company or your duties as they relate to the position you held

Leadership, Campus, Community Involvement

- Include any student organizations, leadership positions, certifications, and volunteer work
- Sophomores and up - avoid including any High School involvement
- Include the position, name of organization, and dates in which you were active (in reverse chronological order)