

## Headline ⚡

- Name (make big and bold). If you have a preferred name, place in parentheses – i.e., David (Allan) Smith
- Current and/or permanent address – choose based on where you are applying
- Phone number, email address, and pronouns (optional)
- Web links if applicable (LinkedIn, portfolio, website, etc.)

## Tailored Sub-Headings ⚡

- Be descriptive with category headings – this allows you to highlight specific experiences
- Sub-headings may include Lab/Research Experience, Internship Experience, Language Skills, Technical Skills, College Activities, Relevant Coursework, etc.
- Order your headings by importance – Education section first!

## Experience Sections ⚡

- Company name in bold/italics followed by city, state (Old Capital Museum | Iowa City, IA)
- Position title – In bold or italics whichever you did not choose for company name
- Dates of employment/involvement – right aligned to the edge of the page
- Experiences should be listed in reverse chronological order, or most recent

## Bullet Points ⚡

- 2-5 bullet points describing skills and accomplishments acquired
- Begin with a power/action verb ([Power Verbs](#))
- Answer the who, what, when, where, why, and how to write a descriptive bullet point
- Use numbers to quantify information
- Bullet points don't require periods
- More on [bullet points](#)

## Activities/Involvement ⚡

- List membership in campus/community organizations
- Create bullet points if involvement is relevant to career goals

### ⚡ Gail Thompson

Current Address: 123 Dubuque St., Iowa City, IA 52240  
gail-thompson@uiowa.edu; (123) 456-7890; she/they

#### ⚡ EDUCATION

**The University of Iowa**, Iowa City, IA

Anticipated May 20XX

B.A., History

Certificate in Museum Studies

- GPA: 3.3/4.0
- Dean's List: Fall 20XX, Spring 20XX - Present

#### ⚡ CLASS EXPERIENCE

**Women, Power & Society: Medieval Europe**

Fall 20XX

- Examined the legal theories that worked to shape women's roles in medieval society
- Compared the lives and status of Jewish and Christian women
- Researched how the work of women contributed to the medieval economy

#### ⚡ INTERNSHIP EXPERIENCE

**Exhibit Intern**

May 20XX - August 20XX

Johnson County Historical Society, Coralville, IA

- Assisted Curator with determining exhibit topics and designing displays
- Researched and selected various artifacts for 5 exhibits
- Created text and artifact labels for exhibit installation

#### ⚡ LEADERSHIP EXPERIENCE

**Hawkeye Guide**

January 20XX - August 20XX

Orientation Services, University of Iowa, Iowa City, IA

- Provided welcoming environment for incoming students and their families
- Facilitated small groups of 15-20 students by providing information regarding classes
- Advised students and parents on the college transition process and acclimating to campus

#### ⚡ VOLUNTEER EXPERIENCE

**Education & Outreach Volunteer**

January 20XX - Present

Old Capitol Museum, University of Iowa, Iowa City, IA

- Strengthened public speaking skills by providing weekly tours for schools visiting museum
- Aided staff with monthly outreach events for families and children
- Assisted in gift shop as needed

#### ⚡ WORK EXPERIENCE

**Sales Associate**

Summers 20XX - 20XX

Afterthoughts Jewelry, Des Moines, IA

- Greeted and assisted customers by locating items and answering questions
- Maintained appeal of store by organizing shelves and restocking product
- Performed closing duties, including reconciling cash registers often totaling \$500 daily

#### ⚡ COLLEGE ACTIVITIES

**Member**, Campus Museum Collective

August 20XX - Present

**Member**, Alpha Phi Omega service fraternity

August 20XX - May 20XX

## Education ⚡

- The University of Iowa | Iowa City, IA
- Degree AND major (i.e., B.B.A. Management, B.S. Psychology)
- Use bullet points for minors, certificates, awards, GPA, etc.
- Add GPA only if above 3.0 and include out of 4.0 (3.30/4.00)
- UI Dean's List, and UI Honors (if applicable)
- Graduation date only – right aligned
- Other institutions only if you received a degree (i.e., A.A. degree) – No high school

## Coursework/Projects (Optional) ⚡

- Include classes relevant to the occupation/field you are seeking – this is relevant when seeking an internship
  - » Add 4-6 course titles
- Consider adding class projects, research, or group work relevant to your industry
  - » List course title and semester
  - » Add bullet points

## Formatting Guidelines

### Length:

- General Rule—1 page WITH EXCEPTIONS! If you believe you have enough relevant information for a 2nd page, please see the Career Center for review.

### Format:

- ALWAYS submit to job sites as a PDF
- Avoid templates not approved by UI Career Center | Use UI Career Center [Resume Samples](#)
- Place dates on right side of the page
- Reverse chronological order by date in each section—order sections based on importance
- Stay consistent with format and layout
- Use 10-12 point font (Calibri Light, Times New Roman, etc)
- Narrow (0.5) to Normal (1.0) margins – narrow preferred
- Adequate white space on all four sides – make the document easy to skim
- No "References available upon request"
- Only include high school information if you are a 1st-year student