

# The Basics of Building Your Resume

## Heading

Include:

- Name (make big and bold). If you have a preferred name, place in parentheses – i.e., David (Allan) Smith
- School and/or home address, phone, and email
- Web links to LinkedIn profile or portfolio (if applicable)

## Tailored Headings

- Be descriptive with category headings – this allows you to highlight specific experiences
- Additional headings might include Lab/Research Experience, Computer/Software Skills, Language Skills, Social Media Skills

## Experience Sections & Bullet Points

Include:

- Position title
- Company name, city, and state
- Dates of employment/involvement
- 2-5 bullet points describing duties/tasks and skills acquired
  - Begin with a power/action verb (i.e., managed, assisted, planned)
  - Start all bullet points in past tense (even for current positions)
  - 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
- Place most recent experiences first within each section

## Additional Activities/Involvements

- List general membership in other campus/community organizations
- Can list bullet points if involvement is relevant to career goals

## Education

Include:

- The University of Iowa, Iowa City, IA
- Degree and major (i.e., B.B.A. Management, B.S. Psychology)
- Major track/emphasis, minors, and/or certificates
- Graduation date only
- Cumulative and/or major GPA if above 3.0
- UI Dean's List, and UI Honors (if applicable)
- Study abroad (if applicable)
- Other institutions only if you received a degree (i.e., A.A. degree)

## Coursework (Optional)

- Include classes that are relevant to the occupation/field you are seeking
- Consider class projects, research, group work, and industry knowledge/skills you gained
- List course title, department, and semester
- Can also list 4-6 related class titles under course highlights

## Other Reminders

- Keep to 1 page in length
- Don't use a template to format
- Place dates on the right of the page
- Stay consistent with format and layout
- Use 10-12 point traditional font
- Don't state "References available upon request"
- Check for spelling and grammatical errors
- Only include high school information if you are a first-year student
- Tailor information to position sought and place most relevant experiences at the top
- Visit the Pomerantz Career Center for a resume review

## Gail Thompson

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### EDUCATION

*The University of Iowa*, Iowa City, IA  
B.A., History

Certificate in Museum Studies

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

Anticipated May 20XX

### 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 Capital 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