

# Full Name

Address ♦ Phone ♦ Email

**OBJECTIVE** An objective is optional. The objective should be a concise description of the goals of developing the resume, no longer than 1-2 sentences. It is appropriate to be a career statement, but it may also be specific to the jobs for which one may be applying.

**EDUCATION** Always include current education or most recent degrees first. If a master's or bachelor's degree is completed, it isn't necessary to include high school information. GPA is not necessary, but, if it is above a 3.00, one may want to use it. Example:

**Master of Public Administration**, Expected in May 2019  
**Bachelor of Science in Biology**, May 2017, 3.95 GPA; Graduated Magna Cum Laude  
Northern Michigan University, Marquette, Michigan

**EXPERIENCE** Always list experiences in reverse chronological order, (most recent listed first). Include detail regarding the responsibilities of the positions instead of merely listing title and dates of employment. Avoid using "I" and "I am" in the descriptions. Example:

**Student Supervisor, All-Campus Tutoring – August 2017 to present**  
*Academic and Career Advisement Center*  
*Northern Michigan University, Marquette, Michigan*

Responsible for supervising other tutors in All-Campus Tutoring (ACT) and to provide one-on-one and group tutoring sessions for students using the free services. Specific duties include:

- Selecting, training, supervising and evaluating all ACT tutors.
- Scheduling tutor staff for walk-in tutoring in the ACT center.
- Provide tutoring in math and sciences.

**SKILLS AND ABILITIES** Although this section is optional, it is a good way to briefly outline other areas that may not be evident in the education or experience sections above. Here you may include computer skills, people skills, accomplishments, certifications, etc. A bulleted list is appropriate and easier to read than a paragraph. Example:

- Certified Tutor – College Reading and Learning Association
- Fluent in Spanish
- Able to work in group situations

**VOLUNTEER EXPERIENCE** This section speaks to non-paid experiences that one feels important for an employer to know, especially if the non-paid activity directly relates to the position to which one may be applying. Some use "campus involvement" as the section title, but that is limiting to only college experiences.

**INTERESTS** This section is optional and, if trying to keep the length of the resume to one page, should be the first item eliminated. You may include personal interests, date available for employment, etc.

## General Notes

1. Unless a number of years of professional experience are included, try and keep the resume to a one-page document. If it is difficult for an employer to find what they need (education, experience, etc.) they will discard the resume before reading it in its entirety.
2. Make it appropriate to the job responsibilities and required minimum qualifications. Most jobs require a certain level of education - put your education details near the top of the page so an employer doesn't have to seek to find it.
3. Provide detail, especially regarding your responsibilities of positions you have held or volunteer opportunities in which you are involved. Whenever possible, emphasize achievements or accomplishments to help separate you from other job seekers. Use quantities, amounts, dollar values where appropriate. Example: Supervised five employees and increased sales by over twenty percent.
4. One size DOES NOT fit all - your resume needs to be adjusted and revised to match the requirements of possible positions.
5. Living document - revise the resume as you add more experiences, skills, etc.
6. References do not belong on the resume and should be included on a separate "stand-alone" document that also includes your contact information.
7. Avoid using different colors or fonts, graphics, pictures, etc. - the resume is a professional tool.
8. Don't exaggerate and never, ever lie on the resume.
9. Before you print copies, have someone with very good writing and English skills proof the document. If using a "hard copy" resume, consider printing on quality resume paper. NMU Career Services will print your resume on quality paper free of charge.