

Your Name

Address
City, State ZIP

(000) 000-0000
Email

Describe the type(s) of positions or work functions you seek, in short range (and long-range if possible) terms. Tie to the employer, the employer's mission, vision.

QUALIFICATIONS

- Brief highlighted list of (3-5) skills, qualifications, abilities that match the position and/or position description
- List relevant certifications or licenses
- Language, computer skills, etc.

EDUCATION

Bachelor of Science (or Arts) in Major

May 20XX

Northern Michigan University, Marquette, MI

- GPA 3.0+, Dean's List – all semesters
- Scholarships (Indicate that they were awarded and use exact name)
- Course, project, research accomplishments (e.g. thesis topic)

Relevant Coursework: Class Name, Class Name, etc. (This is not an exhaustive list – they'll eventually get your transcripts, this is just a great place to highlight relevant formal education in a subject of interest.)

RELEVANT EXPERIENCE

Job Title

Month Year – Month Year

Employer Name, City, State

- Describe (3-5) primary accomplishments, achievements, and results (explain how got there)
- Provide evidence of excellent performance (i.e. received excellent performance reviews, improved results, promotions, etc.)
- Draw parallels to job description (i.e. working in teams, customer service, handling confidential information, dealing with conflict)
- Get technical, what field specific equipment did you use
- Lead each line with "Helpful Action Words"

Job Title

Month Year – Month Year

Employer Name, City, State

- Another (3-5) bullet points
- List work history in reverse chronological order (most recent to least recent, by section)

ADDITIONAL EXPERIENCE

Job Title, Employer, City, State

Month Year – Month Year

Job Title, Employer, City, State

Month Year – Month Year

CAMPUS INVOLVEMENT (this section could be named Leadership Experience, Volunteer Experience, Community Involvement, etc.)

Student Organization Name, Role (i.e. Member, Treasurer)

Month Year – Month Year

- Use bullet points to your advantage here also
- Quantify hours dedicated, extra training, community you worked with, etc.
- Outline the specific accomplishments if you held an official role

Student Leadership Program

Month Year – Month Year

- If your campus involvement was at more than one institution, use the job title section as a guide

For more resume assistance: make an appointment with Career Services at (906) 227-2800.

Key Rules for Resumes

- Choose a **clean and simple layout** that focuses attention on what you can do for the employer. Remember employers spend 30 seconds, sometimes much less, on your resume – if they have to dig for information... they won't.
- Use **one or two fonts** – and always make sure it's a professional one! No Comic Sans.
- Keep **sentences and paragraphs detailed, but succinct.**
- **Use tabs and bullets** to keep items consistently organized and easy-to-read.
- Use **industry specific terms** – refer to your field in specifics whenever possible.
- **Avoid the use of "I"** statements.
- Whenever possible, **stress your achievements** and abilities learned.
- **Quantify statements where possible** – quantities, amounts, percentages, dollar values – to help enhance the description of what you did.
 - Example: Increased sale of alcohol by \$2,000 per month through targeted upselling to customers.
 - Example: Trained and supervised a team of five employees.
- There may be a place to **include hobbies and interests**, specifically when they clearly contribute to your work abilities, leadership skills, or the potential job description.
- Include your **professional email address and LinkedIn URL**, if you've got one.
- Have someone with **strong writing skills check your resume** for spelling and grammar mistakes, as well as readability. Use the NMU Career Services office or the NMU Writing Center.
- Remember that Word does not automatically spell-check words in ALL CAPS, so if you're using all caps for your category headings, triple-check them!
- For resumes submitted online, make sure to save it as a PDF.

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