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by OSU Career Services

The strength of a good résumé comes from its selection and presentation of basic content. As you organize your résumé, keep in mind the needs of the employer reading it. Consider what he or she is looking for in a candidate, and make it easy for the reader to notice those skills in appropriate categories.

Make Your Résumé Unique
- Develop categories that will highlight your unique, relevant experiences and skills.
- Separate related or professional experiences from other work experience by creating separate categories. For example: Engineering Experience, Sales Experience, Business Experience, etc…

Education
- Important section if you have limited work experience
- Most recent education experience should be listed first
- Include, without abbreviating, your degree, major, institutions attended, date of graduation, and minors or concentrations
- A 3.0 Grade Point Average is considered good and should be listed on the résumé

Work Experience
- List any work experience, internships or related volunteer and/or leadership experiences
- List experiences with the most recent experience first
- List the job title first. Look at the example résumé to learn how to format your résumé.
- Describe your work responsibilities with an emphasis on achievements with action verbs. List the most important, and most closely related, responsibilities first.
- Indicate if you worked to earn a certain percentage of college expenses.

Activities, Honors, and Leadership
- Employers are interested in the skills you have developed, not necessarily whether or not you were paid.
- Mention any offices held or committees you served on.
- This section can help to distinguish you from other candidates.