

Resumes



The strength of a good resume comes from what you select to include and NOT include and the presentation or format of your content. As you organize your resume, keep in mind:

- Is the purpose of the resume clear?
- Are the needs of the employer, scholarship application, or leadership opportunity addressed?
- Are the necessary skills or experiences noted in appropriate sections?

You should edit, tweak, and change your resume for every application.

Formatting Tips:

Length:

- 1 Page

Voice:

- 3rd person
- No personal pronouns (I, me, my, our)
- Don't include age, marital status, race, religion, pictures, or graphics

Fonts:

- Common choices are Arial or Calibri
- Don't use Serif fonts like Times New Roman

Font Size:

- Between 10-12 point font
- You should use bigger font for your Name in your header section

Margins:

- Dates are on the far RIGHT side of the page
- Document is both right and left justified
- To create more space - change your margins to narrow margins (.5" all the way around your document)

What to Include on Your Resume:

Sample sections that you might consider including on your resume (organized by category):

| | |
|-----------------------------|----------------------------|
| Summary of Qualifications | Achievements |
| Career Profile | Honors |
| Areas of Expertise | Awards |
| Significant Accomplishments | Professional Affiliations |
| Competencies | Memberships |
| Professional Experience | Workshops |
| Work Experience | Conferences |
| Related Experience | Presentations |
| Other Experience | Professional Organizations |
| Volunteer Experience | Additional Training |
| Community Involvement | Communication Experience |
| Campus Leadership | Leadership Experience |
| Activities | Sales Experience |
| Licenses | Lab/Research Experience |
| Certifications | Teaching Experience |
| Technical Skills | Publications |
| Computer Skills | Research Interests |
| Specialized Skills | Academic Projects |
| Language Proficiencies | |

What Employers Are Looking For:

| | | |
|---|-------------------------------|-----------------------------------|
| Leadership | Attention to detail | Initiative |
| Interpersonal skills (relates well to others) | Problem-solving skills | Creativity |
| Team work | Organization | Analytical/quantitative skills |
| Technical Skills | Friendly/outgoing personality | Tactfulness |
| Communication skills | Strong work ethic | Flexibility/adaptability |
| | Strategic planning skills | Entrepreneurial skills/risk-taker |

Header Section:

This is where you can get creative, think about different font size and shape, different colors, etc.

Always include:

- Name – this should be the biggest thing on your page. Your name should be larger than the rest of your contact information and your resume content
- Contact Info – has to include phone number and email address

Additional items you can include:

- Physical address
- LinkedIn customized URL
- Link to online portfolio

Example Headers:

PISTOL PETE

| | |
|---------------------------------------|---|
| 1234 Main St. Stillwater, OK 74078 | (405) 555-5555 pistol.pete@okstate.edu |
|---------------------------------------|---|

PISTOL PETE
1234 Main St. • Stillwater, OK 74078 • (405) 555-5555 • pistol.pete@okstate.edu

 **ISTOL**  **ETE** pistol.pete@okstate.edu
(405) 555-5555

PISTOL PETE pistol.pete@okstate.edu
(405) 555-5555
linkedin.com/pistolpete

PISTOL PETE

| | | |
|---|--|--|
| (405) 555-5555 pistol.pete@okstate.edu | | 1234 Main St. Stillwater, OK 74078 linkedin.com/pistolpete |
|---|--|--|

Resume Example 1:



pistol.pete@okstate.edu
(405) 555-5555

Education (can include more than one school or degree if applicable; do not include high school)

Bachelor of Science in Psychology

Minor: Sociology
Oklahoma State University - Stillwater, OK

Graduation: May 2024
GPA: (list if 3.0 or above)

Associate of Applied Science, General Studies

Oklahoma City Community College – Oklahoma City, OK

May 2020

GPA: 3.6

Related Experience (related to job you're applying for; listed in reverse chronological order)

Job Title | Employer Name – City, State

Month Year – Month Year

- List your most relevant accomplishment for this job
- Provide details related to the type of tasks you completed
- Name a skill perfected which is a transferable skill required for future jobs

Retail Supervisor | XYR Products – Stillwater, OK

January 2018 – August 2019

- Promoted to supervisor after 2 years, supervised a total of twenty-four sales associates
- Delegated activities to 10 shift workers daily
- Handled all financial closings and deposits at close of business day

Additional Experience (other jobs or positions that are not related to your area of study or the job you're applying for)

Research Assistant | OSU Psychology Department – Stillwater, OK

August 2019 – December 2019

- Assisted Psychology Department with entering data into Microsoft Access from research
- Coordinated scheduling of follow-up study visits for 20 graduate students and 10 faculty members

Campus Involvement

Title | Organization, OSU

Month Year – Month Year

- List activities where leadership has been developed and be detailed about your responsibilities

Treasurer | OSU Student Psychology Club

August 2019 – Present

- Responsible for \$5k budget and tracking expenses

Volunteer Experience

Volunteer Activity | Organization

Month Year – Month Year

- Description if vague or to describe your significant experience

Ticket Sales Volunteer | XYZ Organization

June 2019 – May 2020

- Sold \$1k in tickets, raising \$20k for the entire event

Honors & Awards

Honor Societies

Month Year – Month Year

Honor Rolls (President's or Dean's)

Month Year – Month Year

Scholarships Received

Month Year – Month Year

School & Work Related Awards

Month Year – Month Year

Resume Example 2:

PISTOL PETE

1234 Main St. • Stillwater, OK 74078 • (405) 555-5555 • pistol.pete@okstate.edu

SUMMARY

- List at least 3-5 qualifications that are tailored to the job description or industry in which you're applying.
- Example: Excellent communication and interpersonal skills with proven social media and marketing experience.
- Example: Strong motivation and self-discipline displayed while working 30+ hours per week and managing 18 hours of class work.
- Example: Recognized by management as top performer in small-market apparel company.

EDUCATION

(Do not include high school)

Bachelor of Science in Business Administration
Oklahoma State University, Stillwater, OK

Graduation: December 2024

Major: Marketing

GPA: (if 3.0 or above)

- OSU Academic Scholar Award – Financed 25% of tuition

WORK EXPERIENCE

(Mention only the most relevant experiences to the position you're applying for)

Work Title

Month Year – Month Year

Company/Organization - City, State

- Start with action verbs.
- Use quantitative information, if possible.
- List 3 – 5 bullet points describing your position or work.

Lead Sales Associate

May 2019 – May 2020

The Place – Stillwater, OK

- Developed and maintained relationships with current and potential customers.
- Answered customer service questions and provided information to customers about products.
- Recognized by management for three quarters as the top performer out of fifty sales associates.
- Earned highest sales in company for month of September by selling \$15k worth of apparel.
- Promoted from sales associate to team lead within first four months of hire, supervising ten employees daily.

Front Desk Attendant - OSU Residential Life

August 2019 – May 2020

- Start with action verbs.
- Use quantitative information, if possible.
- List 3 – 5 bullet points describing your position or work.

CAMPUS ACTIVITIES

Marketing Club, Treasurer

August 2018 – Present

Marketing Club, Member

August 2019 – Present

Hispanic Student Organization, Social Chair

January 2017 - Present

- Organize student mixer for more than 400 students.

ACHIEVEMENTS

President's Honor Roll

2019 - 2020

Dean's Honor Roll

2018 - 2019

Resume Example 3:

1234 Main St.
Stillwater, OK 74078

PISTOL PETE

(405) 555-5555
pistol.pete@okstate.edu

Profile of Qualifications

- Expertise in developing and implementing new programs
- Experienced with running an office for a large, higher education institution
- Ability to work in and with diverse groups

Education

| | |
|--|---|
| Master of International Studies Oklahoma State University – Stillwater, Oklahoma | Expected May 2024 GPA: (if ≥ 3.0) |
| Bachelor of Science in Business Administration Oklahoma State University – Stillwater, Oklahoma Major: Management Information Systems Minor: Economics | May 2020 GPA: (if ≥ 3.0) |

Experience

| | |
|---|--------------------------|
| Graduate Assistant <i>Oklahoma State University Career Services - Stillwater, Oklahoma</i> | September 2020 – Present |
| <ul style="list-style-type: none">• Provide individualized career advice, resources, and information to students with specialized needs• Assist students in development of resumes, CVs, correspondence letters, and interviewing skills• Participate as support staff for campus Career Fairs and complete special projects• Maintain detailed records of student interaction using C3M and CSO software tracking systems | |
| Assistant Recruiter of Oklahoma State Recruitment <i>Incoming Cowboy Organization at Oklahoma State University - Stillwater, Oklahoma</i> | May 2018 – June 2019 |
| <ul style="list-style-type: none">• Assisted international students in adapting to cultural and academic setting• Organized and taught cultural and English language classes• Developed, planned, and coordinated overseas trips for Oklahoma State students | |
| International Business Intern <i>Sinopec - Beijing, China</i> | May 2017 – June 2018 |
| <ul style="list-style-type: none">• Created and developed programs for numerous employees• Set goals for internship, including budget and job description• Analyzed multiple international products and made recommendations on market appeal for each | |

Technical Skills

| | |
|-------------------------------|--|
| Tracking Software: | C3M, Salesforce, OnlineMeeting, PTE, SIS, D2L, Canvas, Banner |
| Programming Languages: | C, C++, Managed C++, C#, Java, Visual Basic, VC++ , R |
| Design Software: | AutoCAD, SolidWorks, SketchUP, SmartDraw |
| Certifications: | Six Sigma Green Belt (2019a), SAS (expected 2023) |
| Languages: | Fluent in written and spoken: English, Spanish, Mandarin Chinese |

Community & Campus Involvement

- International Student Organization – Secretary
Visa Status – F1
- 2015 – Present

Resume Example 4:

PISTOL PETE

(405) 555-5555 | 1234 Main St.
pistol.pete@okstate.edu | Stillwater, OK 74078
linkedin.com/pistolpete

PROFILE

- List at least 3-5 qualifications that are tailored to the job description or industry in which you're applying
- Example: Strong background and experience creating commercial advertising
- Example: Proficient in graphic design software as well as proven recognition for graphic design skills

EDUCATION

Bachelor of Arts in Graphic Design
Oklahoma State University, Stillwater, OK

Graduation: December 2024
GPA:(if 3.0 or above)

SKILLS

Marketing

- Created fliers and commercial signage for Regional Food Bank
- Designed 2 billboards in metro-area for Salvation Army
- Led creative campaign and handled all communication, promotional pieces for Graphics Design Student Organization

Technical

- Proficient using Adobe Creative Suite for marketing and fliers
- Experience building fliers using Graphics Studio
- Advanced knowledge of Dragonfly editing software

CAMPUS ACTIVITIES

Membership Chair
OSU Graphic Design Student Organization

August 2019 – Present

Member
OSU Graphic Design Student Organization

August 2018 - Present

- List 3 – 5 bullet points describing your position (think of your leadership like a job)
- Example: Created marketing plan to increase membership from 10 to 40 students and participation in meetings through promotion of events

COMMUNITY INVOLVEMENT

Salvation Army Volunteer – Stillwater, OK

August 2019 – Present

- Received "Volunteer of the Year" recognition for Payne County Center

Regional Food Bank Volunteer – Oklahoma City, OK

May 2018, 2019

- Devoted 120 hours of service to assisting with packaging of more than 12,000 tons of food

HONORS

First Place – National Intercollegiate Student Graphic Design Competition

April 2020

Month Year

- Awarded recognition out of 100+ competitors from 50 different universities

Action Verbs:

Management Skills

| | | | |
|--------------|-------------|------------|--------------|
| Administered | Delegated | Improved | Prioritized |
| Analyzed | Developed | Initiated | Produced |
| Assigned | Directed | Instituted | Reorganized |
| Attained | Enhanced | Managed | Reviewed |
| Chaired | Established | Motivated | Scheduled |
| Consolidated | Evaluated | Organized | Strengthened |
| Contracted | Executed | Oversaw | Supervised |
| Coordinated | Increased | Planned | |

Research Skills

| | | | |
|------------|--------------|------------|--------------|
| Analyzed | Interpreted | Adapted | Maintained |
| Clarified | Interviewed | Applied | Operated |
| Collected | Investigated | Assembled | Overhauled |
| Compared | Located | Built | Programmed |
| Conducted | Organized | Calculated | Remodeled |
| Critiqued | Researched | Computed | Repaired |
| Diagnosed | Reviewed | Designed | Replaced |
| Evaluated | Solved | Developed | Solved |
| Examined | Summarized | Devised | Standardized |
| Gathered | Surveyed | Engineered | Studied |
| Extracted | Systematized | Fabricated | Upgraded |
| Identified | Tested | Installed | Utilized |

Communication Skills

| | | | |
|--------------|--------------|-------------|-------------|
| Addressed | Corresponded | Interpreted | Recruited |
| Advertised | Directed | Lectured | Redirected |
| Authored | Discussed | Mediated | Referred |
| Called | Drafted | Moderated | Related |
| Circulated | Edited | Negotiated | Represented |
| Coached | Elicited | Oriented | Resolved |
| Collaborated | Emphasized | Persuaded | Showed |
| Communicated | Explained | Presented | Spoke |
| Composed | Formulated | Promoted | Translated |
| Conferred | Influenced | Publicized | Transmitted |
| Contacted | Informed | Recommended | Tutored |
| Convinced | Instructed | Reconciled | Wrote |

Teaching Skills

| | | | |
|--------------|------------|----------------|------------|
| Adapted | Developed | Facilitated | Instructed |
| Advised | Enabled | Focused | Persuaded |
| Coached | Encouraged | Guided | Stimulated |
| Communicated | Evaluated | Individualized | Trained |
| Coordinated | Explained | Informed | Tutored |

Leadership Skills

| | |
|--------------|-------------|
| Administered | Executed |
| Allocated | Governed |
| Appointed | Hired |
| Approved | Led |
| Assigned | Managed |
| Authorized | Oversaw |
| Awarded | Presided |
| Conducted | Recommended |
| Controlled | Regulated |
| Delegated | Required |
| Designated | Selected |
| Directed | Settled |
| Disapproved | Signed |
| Discharged | Specified |
| Encouraged | Sponsored |
| Enforced | Stipulated |
| Evaluated | Supervised |

Interpersonal Skills

| | |
|--------------|--------------|
| Accommodated | Moderated |
| Adjusted | Modified |
| Advised | Motivated |
| Agreed | Negotiated |
| Arranged | Personalized |
| Assisted | Persuaded |
| Consulted | Provided |
| Contributed | Reconciled |
| Cooperated | Related |
| Counseled | Requested |
| Facilitated | Respected |
| Guided | Served |
| Influenced | Sold |
| Mediated | Taught |



Action Verbs:

Financial Skills

| | | | |
|--------------|------------|------------|------------|
| Administered | Balanced | Estimated | Projected |
| Allocated | Budgeted | Forecasted | Reconciled |
| Analyzed | Calculated | Managed | Reduced |
| Appraised | Computed | Marketed | Researched |
| Audited | Developed | Planned | |

Creative Skills

| | | | |
|----------------|-------------|--------------|-------------|
| Acted | Developed | Initiated | Planned |
| Adapted | Directed | Instituted | Proposed |
| Authored | Established | Integrated | Researched |
| Composed | Estimated | Introduced | Revised |
| Conceptualized | Fashioned | Invented | Revitalized |
| Created | Forecasted | Investigated | Set Up |
| Conceived | Formulated | Modified | Shaped |
| Customized | Founded | Originated | Solved |
| Designed | Illustrated | Performed | Studied |

Clerical or Detail Skills

| | |
|-------------|--------------|
| Approved | Organized |
| Arranged | Prepared |
| Catalogued | Processed |
| Charted | Purchased |
| Classified | Recorded |
| Coded | Retrieved |
| Collected | Reviewed |
| Compiled | Routed |
| Dispatched | Scheduled |
| Distributed | Screened |
| Executed | Set Up |
| Generated | Standardized |
| Implemented | Systematized |
| Inspected | Tabulated |
| Maintained | Updated |
| Monitored | Validated |
| Operated | Verified |

Helping Skills

| | | | |
|-----------|--------------|--------------|---------------|
| Advocated | Counseled | Facilitated | Rehabilitated |
| Aided | Demonstrated | Familiarized | Represented |
| Assessed | Diagnosed | Guided | Resolved |
| Assisted | Educated | Intervened | Supported |
| Clarified | Encouraged | Motivated | Volunteered |
| Coached | Expedited | Referred | |

Organizational Skills

| | |
|-------------|-------------|
| Arranged | Planned |
| Analyzed | Prepared |
| Assembled | Purchased |
| Budgeted | Recorded |
| Calculated | Reorganized |
| Coordinated | Reported |
| Organized | Scheduled |

Technical Skills

| | | | |
|------------|-------------|-------------|--------------|
| Adapted | Computer | Installed | Repaired |
| Analyzed | Constructed | Maintained | Restored |
| Applied | Debugged | Operated | Solved |
| Assembled | Designed | Programmed | Specialized |
| Automated | Developed | Rebuilt | Standardized |
| Built | Engineered | Re-designed | Upgraded |
| Calculated | Implemented | Remodeled | Verified |

Reference Example:

(Use the same header as your resume)



Name of Reference

Position

Company

Business Phone + Extension or Cell Phone

E-Mail Address

Name of Reference

Position

Company

Business Phone + Extension or Cell Phone

E-Mail Address

Name of Reference

Position

Company

Business Phone + Extension or Cell Phone

E-Mail Address

Resumes for Applicant Tracking Systems:

What is an Applicant Tracking System?

Applicant Tracking Systems (ATS) collect and sort thousands of resumes by capturing information provided on a candidate's resume. The information is then scored based on how it matches the job description. 95% of Fortune 500 companies use ATS.

Make Your Resume Stand Out

For the highest consideration, experts say you need to be 80% matched to the job description. To do so, you must keep in mind both the employer's needs and the job's needs.

Simple Format:

- Keep your resume format simple. Don't use text boxes, images, or templates.
- Your resume should be ATS ready but also appealing to the human eye.
- If you have color on your resume, it should only be used as an accent.

Tailor:

- Tailor your resume to use the same keywords as the job description.

Standard Headers:

- Stick with traditional headers like "Work Experience", "Education", etc.
- Separate related professional experiences from other work experience by creating separate categories.
 - » Example: Engineering Experience, Business Experience, Sales Experience, etc.

Optimize Searchability:

- Don't just use acronyms, but spell out names, common phrases, etc. as well.

Resume Content

With ATS, it's important that your resume includes keywords from the job description. For example:

Sample Job Description:

Take note of the highlighted keywords:

- Must have experience with incoming and outgoing calls and emails.
- Must have the ability to learn technical material in a timely manner.
- Provide quotes and follow-up on active quotes with customers.
- Must be able to make good decisions independently, if necessary.
- Communicate with internal and external customers.
- Handle basic project/account management.
- Requires excellent problem solving and interpersonal skills.
- Must have the ability to work in a fast paced, results-driven environment.

Sample Resume Summary:

Use those keywords throughout your resume:

- Energetic, customer-service focused individual with 3+ years of experience in customer problem solving while working independently.
- Ability to perform in a fast-paced environment.
- Passionate about building strong customer relationships, driving brand loyalty, and increasing engagement with internal and external customers.
- Strong background using technical databases such as Salesforce and Access, capable of learning new technical skills quickly.

Resources

See how your resume matches up with free resume scans at [jobscan.co](https://www.jobscan.co) (up to five free scans).