

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

Career Profile

Areas of Expertise

Significant Accomplishments

Competencies

Professional Experience

Work Experience

Related Experience

Other Experience

Volunteer Experience

Community Involvement

Campus Leadership

Activities

Licenses

Certifications

Technical Skills

Computer Skills

Specialized Skills

Language Proficiencies

Achievements

Honors

Awards

Professional Affiliations

Memberships

Workshops

Conferences

Presentations

Professional Organizations

Additional Training

Communication Experience

Leadership Experience

Sales Experience

Lab/Research Experience

Teaching Experience

Publications

Research Interests

Academic Projects

What Employers Are Looking For:

Leadership

Interpersonal skills (relates well to others)

Team work

Technical Skills

Communication skills

Attention to detail

Problem-solving skills

Organization

Friendly/outgoing personality

Strong work ethic

Strategic planning skills

Initiative

Creativity

Analytical/quantitative skills

Tactfulness

Flexibility/adaptability

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
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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
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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 Expected May 2024
Oklahoma State University – Stillwater, Oklahoma **GPA: (if ≥ 3.0)**

Bachelor of Science in Business Administration May 2020
Oklahoma State University – Stillwater, Oklahoma **GPA: (if ≥ 3.0)**
Major: Management Information Systems
Minor: Economics

Experience

Graduate Assistant September 2020 – Present

Oklahoma State University Career Services - Stillwater, Oklahoma

- 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 May 2018 – June 2019

Incoming Cowboy Organization at Oklahoma State University - Stillwater, Oklahoma

- 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 May 2017 – June 2018

Sinopec - Beijing, China

- 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 2015 – Present
Visa Status – F1



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

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	

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

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

Organizational Skills

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

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).