

## Heading

### Contact information:

Email

Phone

LinkedIn Account

## Content

\*Include all available contact information.  
\*Avoid using all caps addresses.  
**Use a professional email**  
\*Use email addresses checked for free. Make sure email free for a given professional email address is associated with your name.  
(do not include email addresses)

## Formatting

### Avoid large/distracting heading elements

(i.e., banners, graphics, etc.) Your heading should include the heading.

## Job Objective

**OPTIONAL:** A good example of a job objective is: "I am a graduate of the University of Michigan with a Bachelor's degree in Business Administration. I am seeking a challenging position in the field of business development." (e.g., "I am a graduate of the University of Michigan with a Bachelor's degree in Business Administration. I am seeking a challenging position in the field of business development.")

List your research your industry. See how you find your industry. The field of business development is a highly competitive field. (e.g., "I am a graduate of the University of Michigan with a Bachelor's degree in Business Administration. I am seeking a challenging position in the field of business development.")

## Education

**Write out the official title of the degree.** (e.g., Bachelor of Science, Master of Arts).

**List in reverse chronological order.** Start with the most recent degree and work backwards.

**List Education before Experience.** Your degree is the most important accomplishment in your life. List your education before your work experience.

## Experience

**Action verbs should be used to begin each bulleted accomplishment statement/job duty.**

Avoid using phrases like "directed" or "responsible for." Use action verbs to describe your accomplishments. Avoid using phrases like "responsible for" or "in charge of."

**Consistency in entries.** Each entry should have the same format as the others. Use 3-5 bulleted accomplishments for each job.

**Bullet points were not used.** Bullet points are not used in the resume. Use a list of accomplishments for each job.

## Fillable Example

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
LinkedIn

Objective:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Core Competencies**

**Content**

Check all that apply.

- Communication:** The ability to communicate effectively, orally and in writing, to a diverse audience.
- Problem Solving/Analytical Skills:** The ability to analyze a situation, identify the effective and ineffective aspects of a decision, and make a sound decision.
- Influence:** The ability to influence others through persuasion, negotiation, and other means.
- Global Issues/Cultural Competence:** The ability to understand and effectively interact with people across cultures.

- Teamwork/Collaboration:** The ability to work effectively with others to achieve common goals, and to take responsibility for one's own and the team's performance.
- Innovation and Creativity/initiative:** The ability to generate new ideas, and to take initiative in developing and implementing those ideas.
- Technical Knowledge:** The ability to understand and apply technical skills relevant to the field.
- Decision Making (Leadership):** The ability to effectively lead and manage others, and to make effective decisions in complex situations.

**Fillable Example**

Fill in as needed

**Where did you develop these skills? (Work Experience, Internship, Co-curricular Involvement, Volunteer, Study Abroad, Classroom Projects, etc.)**

**Give specific examples of this skill/quality.**

**How would you write this on your resume?**

_____	_____	_____
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**Formatting**

- Avoid using a resume template.** Make sure the resume is professional and readable.
- Resume is a constant in style and/or formatting.** For example, the use of fonts, colors, and spacing should be consistent throughout the resume.
- Reduce or expand** content as needed to fit the resume.
- Spell out acronyms to keep your resume looking formal.** (ex: California State University East Bay (CSUEB))
- Omit all high school information by your sophomore year of college.** For high school information, use the following format: \_\_\_\_\_

- Omit references and/or the unnecessary phrase "referenc(es) and/".** (or the unnecessary phrase "referenc(es) and/".) (equivalently, "(t.)" or "TJ")
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