**INSTRUCTIONAL GUIDE FOR RESUMES**

Current Mailing Address, Phone, Professional Email Address

**OBJECTIVE**

If you include an Objective, it should be concise and targeted to the position you are seeking. Name the position, employer and highlight 2-3 skills/strengths related to the position.

**EDUCATION**

*Stetson University*, DeLand, FL Month Year

**Degree Type** GPA: (include if 3.0 or higher)

Major:

Minor:

*Relevant Coursework- up to six relevant courses listed here*

**EXPERIENCE (list in reverse chronological order, most recent experience first)**

**Company/Organization Name,** City, State Month/Year-Present

*Position or title held*

* How you describe your work experience is critical to your ability to market yourself and effectively obtain an interview. The bullet statement format is often the best way to demonstrate your skills based on experience
* Even though your work experience may not be related to the kind of job you want, you still have relevant transferable skills that can be applied to almost any job
* Demonstrating your skills is essential for an employer to assess your ability to perform in a specific position

**Company/Organization Name,** City, State Month/Year-Month/Year

*Position or title held*

* Each bullet statement should begin with an action verb. See a list of action verbs [here](http://www.stetson.edu/administration/career-and-professional-development/media/pdfs/action_verbs_and_transferable_skills.pdf)
* If you are no longer working in a position, use past tense. If you are currently working in a position use present tense. If you are currently working in a position but completed a project, use past tense for that project only
* Quantify or qualify bullet points when possible. When quantifying, write numbers in numerical format (10,15,25)
* You do not need to use punctuations such as periods at the end of bullet statements

**Company/Organization Name**, City, State Month/Year-Month/Year

*Position or title held*

* Think about what you did most of the time in your job, what was most significant? What results did you obtain?
* Consider how you used common transferable skills: communication, time management, multi-tasking, leadership
* **Example:** *“Utilized problem-solving skills to maintain a safe and dynamic camp atmosphere which generated positive objectives and creative thinking for 45 children each summer”*

**CAMPUS INVOLVEMENT/COMMUNITY INVOLVEMENT/LEADERSHIP ACTIVITIES**

**(pick the heading for this section that best matches your experiences) (listed in reverse chronological order)**

**Organization Name,** City, State Month/Year-Month/Year

*Position or Title held*

* Include a bullet statement that provides a description of the duties and responsibilities you accomplished, skills required, number of hours contributed, completed trainings
* **Example:** *“Created an electronic mail distribution list for campus clubs and increased student and faculty member participation at events by 20%”*
* **Disclaimer:** Not all entries in the section will include bullet statements, it should be tailored to your experiences

**SKILLS (include a list of skills that are relevant to the position you are applying for)**

Skills you might include are computer programs or software (i.e., Microsoft Office), languages you speak, social media, lab skills, or technical skills **(remember to consider if these skills are relevant to the position you are applying for)**

**Example:** *“Proficient in Microsoft Excel, PowerPoint, Publisher; Apple iMovie; Adobe Dreamweaver”*