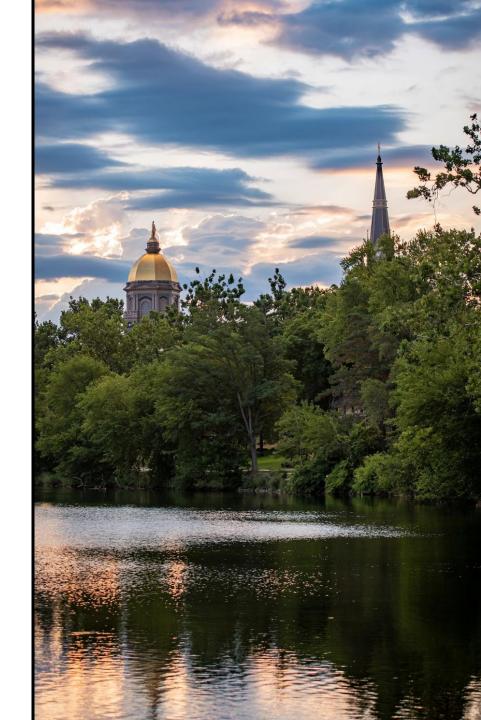
### 10 minute tips:

# Creating your professional resume



## WHAT IS A RESUME?

- Summary of your most applicable experiences and qualifications
- Targeted and specific
- Your marketing tool
- A living document

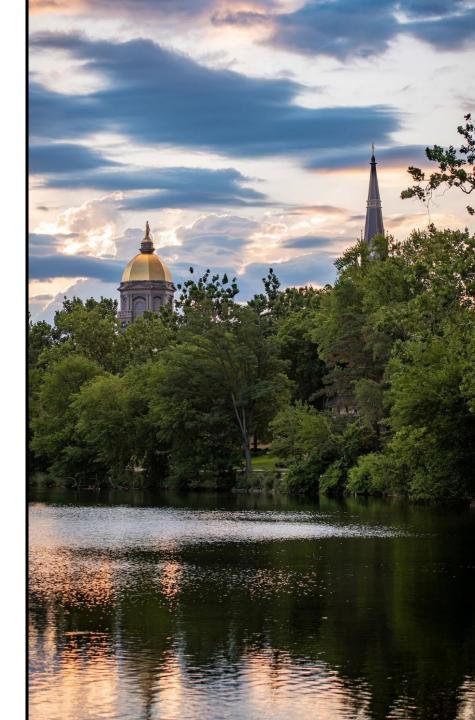


- What makes you qualified?
- What makes you different?
- What makes you interesting?



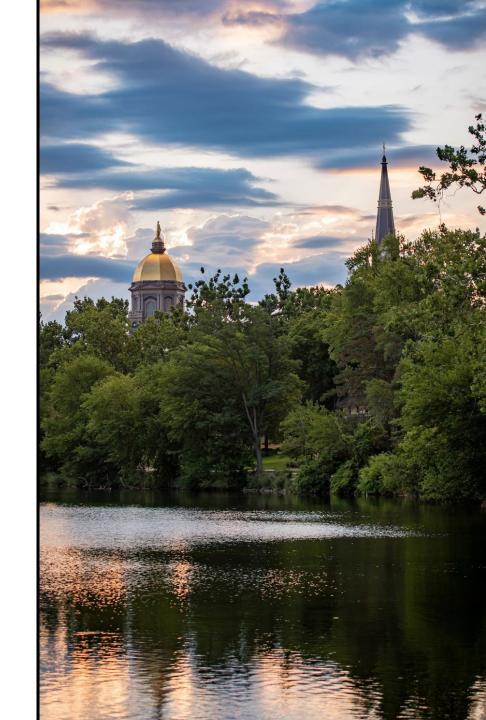
### **RESUME FAQs**

- How long do I keep high school items on there?
- Which headings and sections are most important?
- As a FY I don't have a college GPA, yet. What do I do?
- I haven't declared my major, yet. What do I do?
- Do I include an objective?
- Can I include a picture or graphics?
- Should I put my LinkedIn or a webpage link on it?
- What about listing scholarships, honors, ACT/SAT scores?
- Can I list high school AP classes?
- Do I list all my ND classes?
- Do I need to make mine look like the ND examples?



## **BASIC PRINCIPLES**

- Start with a Word or Google doc
- Use basic tools: centering, justifications, tabs, etc. vs. text boxes and templates
- One page (unless CV w/research)
- 0.5 to 1.0 inch margins
- 12 10 pt font
- Reverse chronological
- Easy to read
- Variety of action verbs
- Strategic use of bold/italics
- Consistency in style
- Attention to detail
- No typos
- Applicant Tracking System (ATS) focus



## **REQUIRED SECTIONS**

### HEADING

- Name
- ND Email
- Phone Number
- ND Address
- Home Address (optional)

### EDUCATION

- University of Notre Dame, Notre Dame IN
- Bachelor of \_\_\_\_\_\_
- Major:\_\_\_\_\_ (if you haven't formally declared, but know you will write (undeclared) after
- May 202\_
- Study Abroad will go in this section
- High school information
- School name, location
- GPA, optional: class rank, SAT/ACT
- Academic honors (e.g. Salutatorian)

### SAMPLE HEADING

### **ISAIAH IRISH**

555 Dublin Way, Cincinnati, OH 60602 | 100 Dillon Hall, Notre Dame, IN 46556 <u>IIRISH240@ND.EDU</u> | 888.888.8888

#### EDUCATION

University of Notre DameNotre Dame, INBachelor of ArtsMay 2025Double Majors: English and Philosophy (undeclared)

#### Cincinnati Central High School

Honors Diploma Class Rank 3/437 Cincinnati, OH June 2021 GPA: 3.83/4.00

### **ISAIAH IRISH**

555 Dublin Way, Cincinnati, OH 60602 | 100 Dillon Hall, Notre Dame, IN 46556 <u>IIRISH240@ND.EDU</u> | 888.8888

EDUCATION	University of Notre Dame	Notre Dame, IN
	Bachelor of Science in Engineering	May 2024
	Major: Chemical Engineering	GPA: 3.54
	Supplemental Major: Science, Technology and Values	
	Indiana University	Bloomington, IN
	College of Engineering	August 2020 – May 2021
		GPA: 3.72/4.00

# **DIFFERENT CONTENT SECTIONS**

- Relevant Courses
- Honors & Awards
- Experience
- Internships
- Research
- Employment
- Projects
- Leadership
- Activities
- Service
- Skills
- Languages
- Interests

Personalize your sections to answer these questions

- What makes you qualified?
- What makes you different?
- What makes you

interesting?

## **CRAFTING STATEMENTS**

- Ensure that you are sharing your skills you used, accomplishments, outcomes where possible
- Use strong action verbs to express yourself
- Compare:

Worked with team to develop a protocol for processing client intake VS. Developed with a team of three, an electronic process and protocol for client intake utilizing Excel

Helped organize an event to raise money for our local homeless shelter VS.

Organized a community garage sale including oversight of marketing, creating signage, and supporting individual family sites, ultimately raising \$750 for our local homeless shelter

### **CRAFTING STATEMENTS**

• Cashier

Took payments from patrons of the restaurant VS.

Ensured patrons had a positive dining experience in addition to processing check-out in an expedient and professional manner.

• Lifeguard

Worked with 3 other lifeguards to keep members safe VS.

Collaborated with a 4-person lifeguard team to observe and organize the activities of swimmers, enforce applicable pool policies and regulations, rescue swimmers in distress, and provide emergency care.

### **RESUME RESOURCES**

- Resume checklist
- Action verb list
- Sample resumes
- Formatting and content tips

<u>undergradcareers.nd.edu/resume</u> <u>Resume samples</u>



### **RESUME REVIEWS**

### VIRTUAL DROP-IN HOURS SIGN UP ON: HANDSHAKE > EVENTS Conducted via Zoom

- Monday Thursday 2 4 PM (career counselor)
- Monday Thursday 6 -10 PM (trained student peer advisor)



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