

10 minute tips:

# Creating your professional resume



MERUELO FAMILY CENTER FOR CAREER DEVELOPMENT

# WHAT IS A RESUME?

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





## 3 QUESTIONS

- 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



# RESUME ELEMENTS

## HEADING

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

# REQUIRED SECTIONS

## 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)

# RESUME ELEMENTS

# SAMPLE HEADING

## ISAIAH IRISH

555 Dublin Way, Cincinnati, OH 60602 | 100 Dillon Hall, Notre Dame, IN 46556  
[IIRISH240@ND.EDU](mailto:IIRISH240@ND.EDU) | 888.888.8888

### EDUCATION

#### University of Notre Dame

Bachelor of Arts  
Double Majors: English and Philosophy (undeclared)

#### Notre Dame, IN

May 2025

#### 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  
[IIRISH240@ND.EDU](mailto:IIRISH240@ND.EDU) | 888.888.8888

### EDUCATION

#### University of Notre Dame

Bachelor of Science in Engineering  
Major: Chemical Engineering  
Supplemental Major: Science, Technology and Values

#### Notre Dame, IN

May 2024  
GPA: 3.54

#### Indiana University

College of Engineering

#### Bloomington, IN

August 2020 – May 2021  
GPA: 3.72/4.00

## RESUME ELEMENTS

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

## DIFFERENT CONTENT SECTIONS

*Personalize your sections to answer these questions*

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



## RESUME ELEMENTS

## 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

## RESUME ELEMENTS

## 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

[undergradcareers.nd.edu/resume](https://undergradcareers.nd.edu/resume)  
[Resume samples](#)





# 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)





**Center for Career Development**  
**504 Duncan Student Center**  
**[Undergradcareers.nd.edu](http://Undergradcareers.nd.edu)**  
**574-631-5200**  
**[careerdevelopment@nd.edu](mailto:careerdevelopment@nd.edu)**

