**RESUME BASICS**

The basic chronological resume for students provides others with an easy-to-understand timeline—your education, work experiences and relevant activities. Some sections may be optional, depending on your circumstances. Follow the general tips below.

* Make it easy to read: Use a plain font in 10- to 12-point type.
* Focus on information that is relevant to the person receiving your resume.
* Keep your resume short: In general, student resumes should be one side of a single page, but in some circumstances it may be longer if your experiences and skills are relevant to the job.
* Include keywords taken directly from the job description.
* Quantify your accomplishments/results (numbers, percentages, dollar amounts, etc.), if possible.

**NAME AND CONTACT INFORMATION**

**Name, Street Address, City/State, Zip, Phone Number, E-mail Address**

Keep your voicemail message and e-mail address professional.

**OBJECTIVE**

It may be a good idea to include this if you plan to distribute your resume to several employers at a career fair but otherwise this information will be included elsewhere (application or cover letter).

**EDUCATION**

**Degree, Major, Name of Institution, City/State, Graduate Month/Year, GPA**

Education typically appears near the top of the resume. Be sure to write out the full title of your degree and major. Include your anticipated date of graduation rather than the years you attended. As a general rule, if your GPA is 3.0 or higher, include it. Only include your high school information through your sophomore year, then remove it. If you have participated in a study abroad experience, you can include it in this section as well.

**EXPERIENCE**

**Name of Organization, Title, City/State, Dates**, **Description of the experience (what you did, how you did it, what you accomplished)**

Internships, full-time and part-time jobs, and significant campus/off-campus activities can all be included in this section. However, depending on the position and circumstances, sometimes student resumes will feature a “Relevant Experience” section where just those experiences relevant to the job target are detailed.

* 1. Overall, your goal is to make the information easy to find, read, and understand.
  2. Use action verbs to describe what you did. Include keywords found in the job description.
  3. Highlight your “transferable skills” in your descriptions.
  4. Quantify your accomplishments when possible (facts, figures and numbers).

**SKILLS**

In general, use this to identify specific abilities, such as proficiency in specific software and language skills.

**ACTIVITIES**

Although it is technically optional, this section may be very important to you. Your activities can provide evidence that you have key skills that will benefit you on the job. Holding an office in a sorority, participating in student organizations, volunteering, taking part in a theater production, playing on a sports team all offer you the chance to show the employer you have sought-after skills—leadership, teamwork, communications, and more. Plus, many employers will look at this section to see if the candidate is well rounded. You may decide to highlight your involvement in certain activities by including it in the Experience section. Or, you may simply list names of the clubs/organizations along with your title and the dates under the Activities section.

**HONOR/AWARDS**

Include those accomplishments that will help you stand out.