

THE BASICS OF BUILDING YOUR RESUME

Congratulations! You've found a job posting that has captured your attention and truly aligns with your skill sets and career goals. Now, it's up to you to capture the employer's attention with your resume. Follow these resume writing tips to put you on top of the applicant pile.

HEADING

- Name (bold, 2 point sizes bigger than rest of your resume). If you have a preferred name, place in parentheses – i.e., Susan (Ann) Smith
- School and/or home address, phone, and email
- Web links to LinkedIn profile or portfolio (if applicable)

TAILORED HEADINGS

- Be descriptive with category headings – this allows you to highlight specific experiences
- Additional headings might include Lab/Research Experience, Computer/Software Skills, Language Skills, Social Media Skills

EXPERIENCE SECTION AND BULLET POINTS

- Position title
- Company name, city, and state
- Dates of employment/involvement
- 2-5 bullet points describing duties/tasks and skills acquired
- Begin with a power/action verb (i.e., managed, assisted, planned)
- Start bullet points in present tense if currently there; past tense if you are no longer there
- Answer the who, what, when, where, why, and how to write a descriptive bullet point
- Use numbers to quantify information
- Bullet points don't require periods but if you use them, be consistent throughout your resume
- Place most recent experiences first within each section

LEADERSHIP EXPERIENCE/ INVOLVEMENTS

- List general membership in other campus/community organizations
- Can list bullet points if involvement is relevant to career goals

EDUCATION

- Saint Xavier University, Chicago, IL
- Degree and major (i.e., B.B.A. Management, B.S. Psychology)
- Also list minor or concentration
- Graduation Date only
- Cumulative and/or major GPA if above 3.0
- SXU Dean's List and SXU Honors (if applicable)
- Study abroad (if applicable)
- Other institutions, only if you received a degree (i.e., A.A. degree)

COURSEWORK (OPTIONAL)

- Include classes that are relevant to the occupation/field you are seeking
- Consider class projects, research, group work and industry knowledge/skills you gained; list course title, department and semester
- Can also list 4-6 related class titles under course highlights

OTHER REMINDERS

- Keep to one page in length
- Don't use a template to format
- Place dates on the right of the page
- Stay consistent with format and layout
- Use 10-12 point traditional font like Times New Roman
- Don't state "References available upon request." Employers know they can ask you for your references
- Check for spelling and grammatical errors
- Only include high school information if you are a first-year student
- Tailor your information to the position you are applying for and place most relevant experiences at the top
- Visit SXU's Career Services for a resume review!



Saint Xavier
UNIVERSITY

SAMPLE RESUME

CHARLIE COUGAR

123 Cougar St. Chicago, IL 60655
555-555-5555 - cougar.c01@mymail.sxu.edu
<https://www.linkedin.com/in/charliecougar>

EDUCATION Saint Xavier University - Chicago, IL
Bachelor of Arts in Communication, Concentrations in Sports Communication, Journalism and Corporate Communication
Graduation Date: May 20XX
Major GPA: 3.90/4.00, Overall GPA: 3.79/4.00

Course Highlights

Impact of Mass Communications Cross-Cultural Communication
Perspectives on Communication Critical Thinking and Writing

HONORS XYZ Leadership Scholarship, 20XX - XX
Dean's List of Honor Students, 2 semesters

LEADERSHIP EXPERIENCE

Service Club, 20XX - XX

- Coordinated the organization's first-ever clothing drive for the homeless
- Helped restore a community park that was destroyed by flood waters

SKILLS Computer: Quark Xpress, Illustrator, Photoshop, HTML, Microsoft Word, Excel, Access, PowerPoint, Social Media: Twitter, Facebook, Snapchat

RELEVANT EXPERIENCE

Chicago Fire Soccer Club - Bridgeview, IL
Graphic Design Intern (03/XX - Present)

- Organize and manage multiple projects in various stages of progress
- Formulate design concepts, presentations, templates, layouts, merchandise, installations and other collateral from initial idea to final execution
- Create advertising campaigns that are followed across a variety of collateral
- Develop an understanding of target audiences and market for specifically aimed marketing pieces
- Present or pitch ideas, briefs and concepts to various parties, in and out of house

OTHER EXPERIENCE

Frankfort Library - Frankfort, IL
Library Aide (3/XX - Present)

- Assist patrons with locating specific materials
- Prepare materials for checkout
- Assist with various events, sponsored by the library

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