



Make sure your resume is updated with your most recent contact information. Recruiters and hiring managers often get thousands of resumes for one job position, so providing them with your email address, personal phone number, and LinkedIn address will make contacting you for an interview much easier. Do not include home address/school address... Protect your privacy.

When providing your education on your resume, list degrees in reverse chronological order. If a hiring manager or recruiter is skimming your resume, you want them to see your highest degree first. Furthermore, if you have a bachelor's degree, it is not necessary to include your high school education on your resume. It is assumed that you graduated high school if you've obtained a higher degree. For recent graduates; education, honors, and internships are main selling points, so make sure they are at the top of your page.

Bachelor of Science
Bachelor of Arts
Bachelor of Music
Bachelor of Business Administration

St. Norbert College, De Pere, WI

Degree Name

Graduation Date (MM/DD/YYYY)

Major(s), Minor(s) and Concentration(s)

Certification/license (if applicable)

Cumulative GPA and/or Major GPA, if greater than a 3.0

(e.g., Cumulative A: 3.7/4.0)

Relevant Coursework

(e.g., Introduction to Business, Marketing, Sales)

Honors and Awards (e.g., Dean's List, Phi Kappa Phi)

Study Abroad Experience

(e.g., Semester in Europe, Study in Australia)

Experience can include paid or unpaid opportunities, part-time or full-time work, internships, volunteer work, significant leadership experience, class projects, etc. Include measurable accomplishments such as "increased revenue by 25%" utilizing the format for creating an effective bullet point (found on the following page). It is easy to get carried away describing your work experience or responsibilities, but keeping it short is crucial. Once you get an interview, you'll be expected to go into deeper detail.

Only include this section if it makes sense for the job for which you're applying. If you've received relevant awards or have affiliations that the recruiter or hiring manager would like to know about, feel free to list them. Steer clear of listing affiliations that are not relevant and potentially polarizing, such as political or religious affiliations.

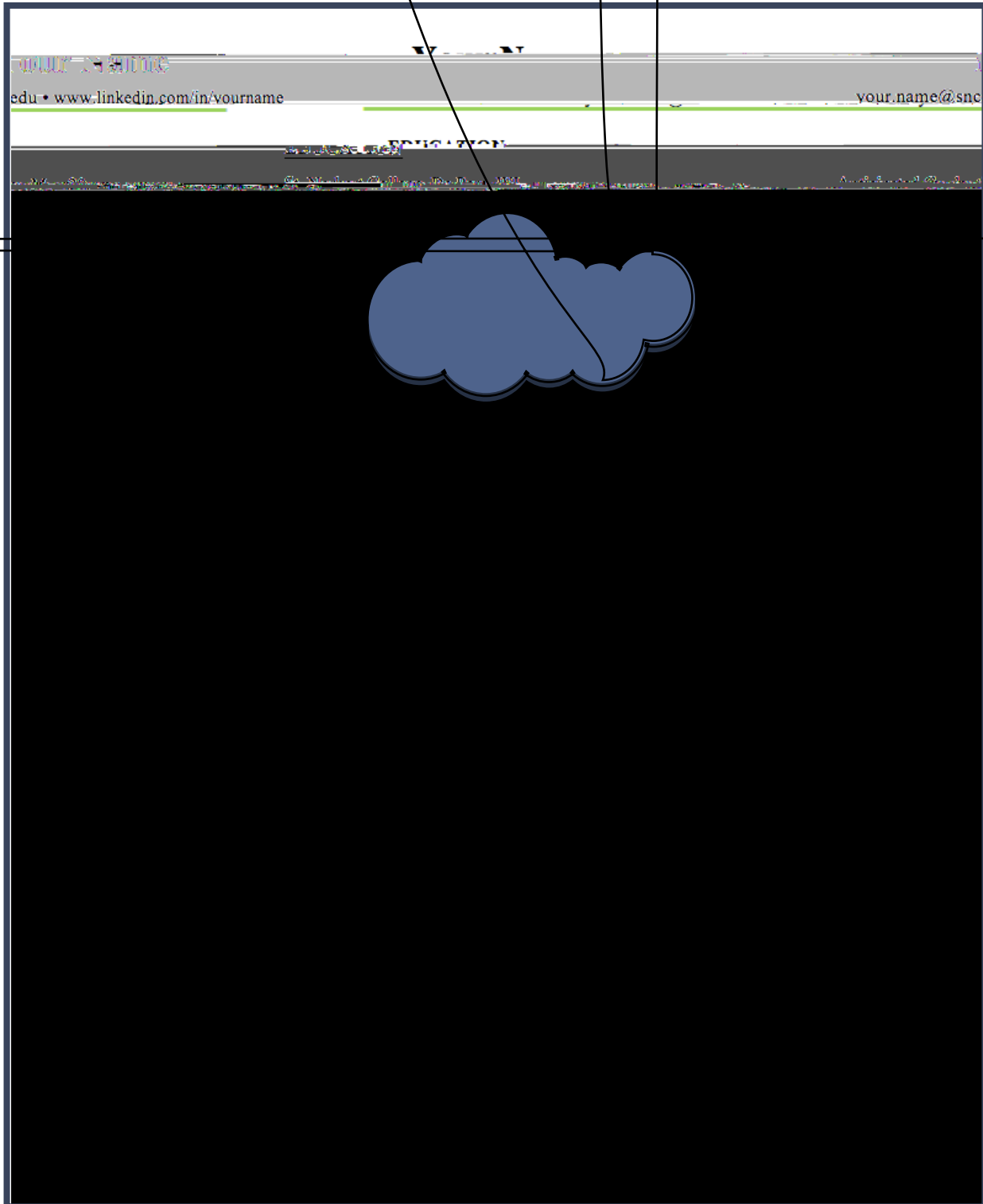
This is another resume section that is a judgment call. If you're applying for a leadership or management position or for a job with a non-profit company, your community service experience is worth listing. Always think of relevance in an interview.





Follow these tips to design a compelling resume

The easiest way to start is with a blank document. It's tempting to use a resume template, but they can be difficult to work with. You can play with format, style and details to match your interest, the job, and your industry but it should be ONE PAGE. List Education & Experience in reverse chronological order. Begin with most recent and work backward.



1. **Consistency** Employers notice any mistakes and inconsistencies. Common ones to avoid:
 - Ending some bullets with periods and others without
 - Formatting some dates with hyphens and others with dashes, improper spacing around the hyphen/dash, and using numbers sometimes and words others for months
 - Inconsistent spacing between or within sections
2. **Formality** Professional resume language is important. Avoid these informalities:
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