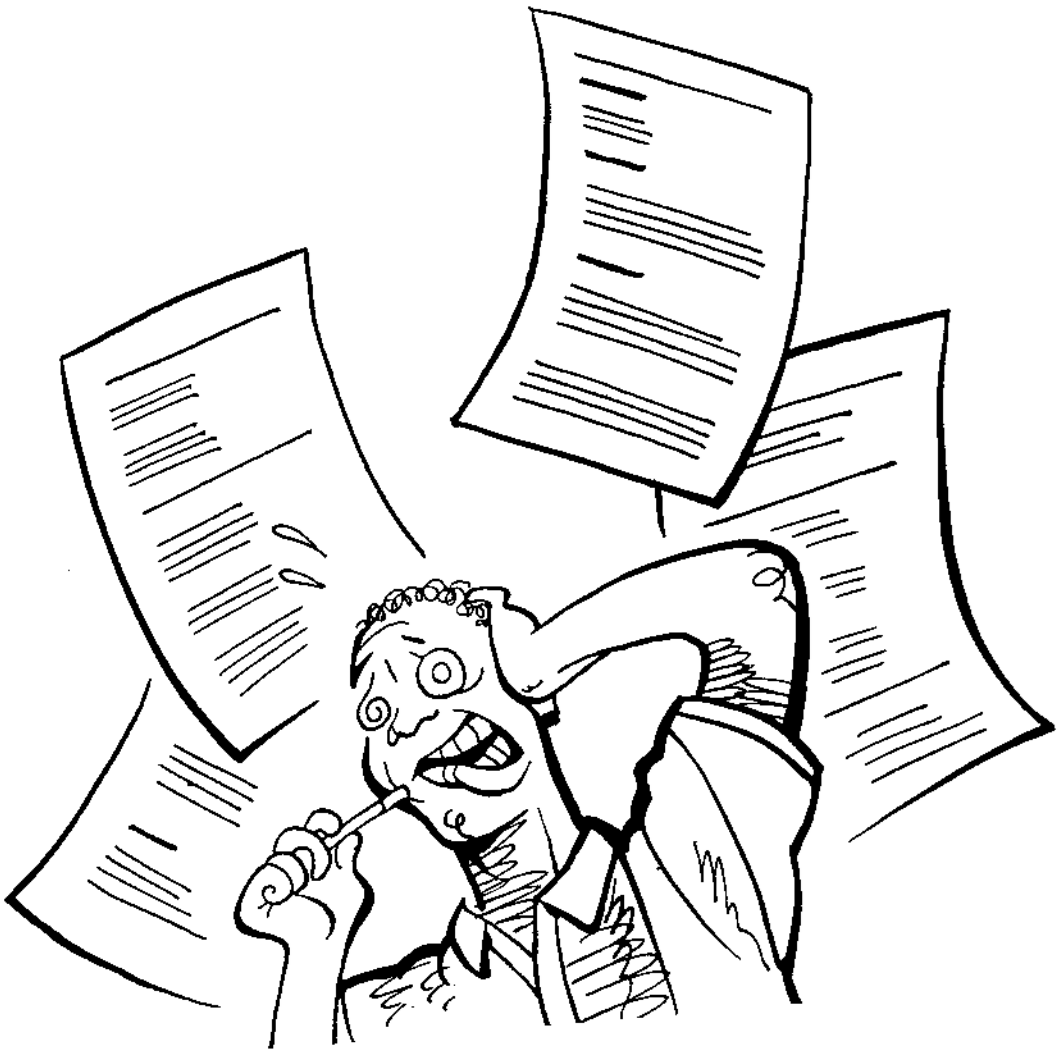
How to Write a RÉSUMÉ

by Eric R. Anderson



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Capital University

HOW TO WRITE A RÉSUMÉ

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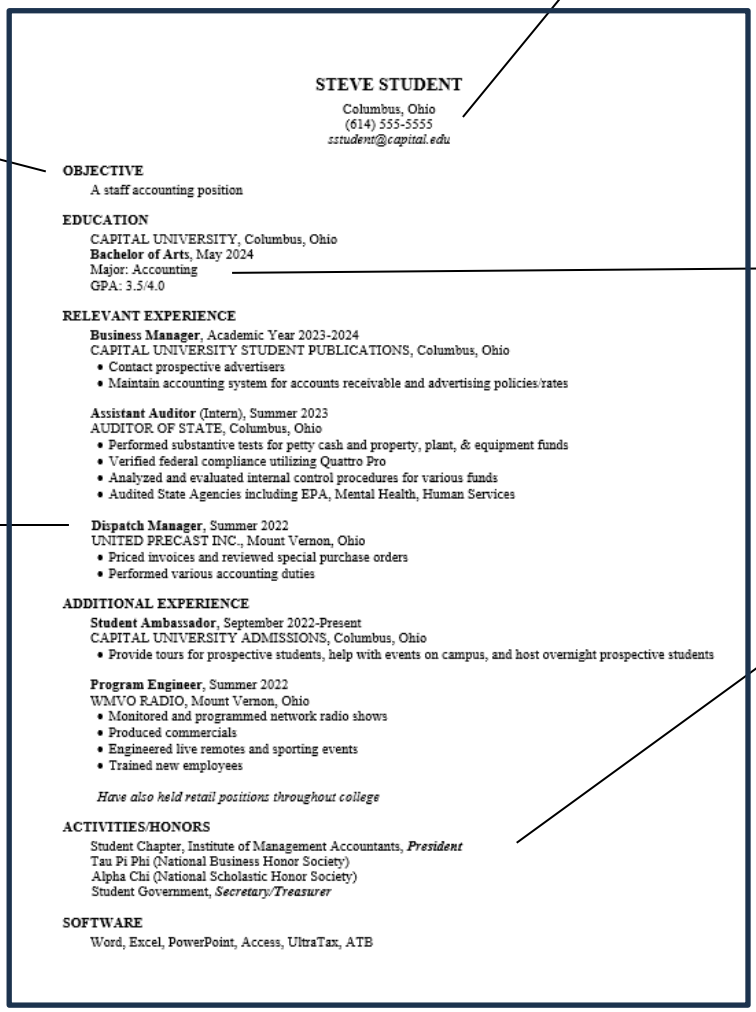

STEVE STUDENT
Columbus, Ohio
(614) 555-5555
sstudent@capital.edu

OBJECTIVE
A staff accounting position

EDUCATION
CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2024
Major: Accounting
GPA: 3.5/4.0

RELEVANT EXPERIENCE
Business Manager, Academic Year 2023-2024
CAPITAL UNIVERSITY STUDENT PUBLICATIONS, Columbus, Ohio
- Contact prospective advertisers
- Maintain accounting system for accounts receivable and advertising policies/rates

Assistant Auditor (Intern), Summer 2023
AUDITOR OF STATE, Columbus, Ohio
- Performed substantive tests for petty cash and property, plant, & equipment funds
- Verified federal compliance utilizing Quattro Pro
- Analyzed and evaluated internal control procedures for various funds
- Audited State Agencies including EPA, Mental Health, Human Services

Dispatch Manager, Summer 2022
UNITED PRECAST INC., Mount Vernon, Ohio
- Priced invoices and reviewed special purchase orders
- Performed various accounting duties

ADDITIONAL EXPERIENCE
Student Ambassador, September 2022-Present
CAPITAL UNIVERSITY ADMISSIONS, Columbus, Ohio
- Provide tours for prospective students, help with events on campus, and host overnight prospective students

Program Engineer, Summer 2022
WMVO RADIO, Mount Vernon, Ohio
- Monitored and programmed network radio shows
- Produced commercials
- Engineered live remotes and sporting events
- Trained new employees

Have also held retail positions throughout college

ACTIVITIES/HONORS
Student Chapter, Institute of Management Accountants, ***President***
Tau Pi Phi (National Business Honor Society)
Alpha Chi (National Scholastic Honor Society)
Student Government, ***Secretary/Treasurer***

SOFTWARE
Word, Excel, PowerPoint, Access, UltraTax, ATB

Identifying Information **Page 8**

Objective **Page 9**

Education **Pages 10-11**

Work, Internship, and other Experience **Pages 12-15**

Additional Sections **Page 16-18**

ESSENTIAL RÉSUMÉ WRITING RULES:

MAIN ISSUE: "FINDABILITY" of essential information within 3-8 seconds

- Organize your information in order of ***IMPORTANCE***
- Group your experience by ***RELEVANCE***
- Start ideas on the ***LEFT SIDE***, and ***INDENT*** where appropriate
- ***EMPHASIZE*** groups of roles, titles, organizations (with **bold**, ALL CAPS and *italics*)
- Structure the entire résumé with ***CONSISTENCY***

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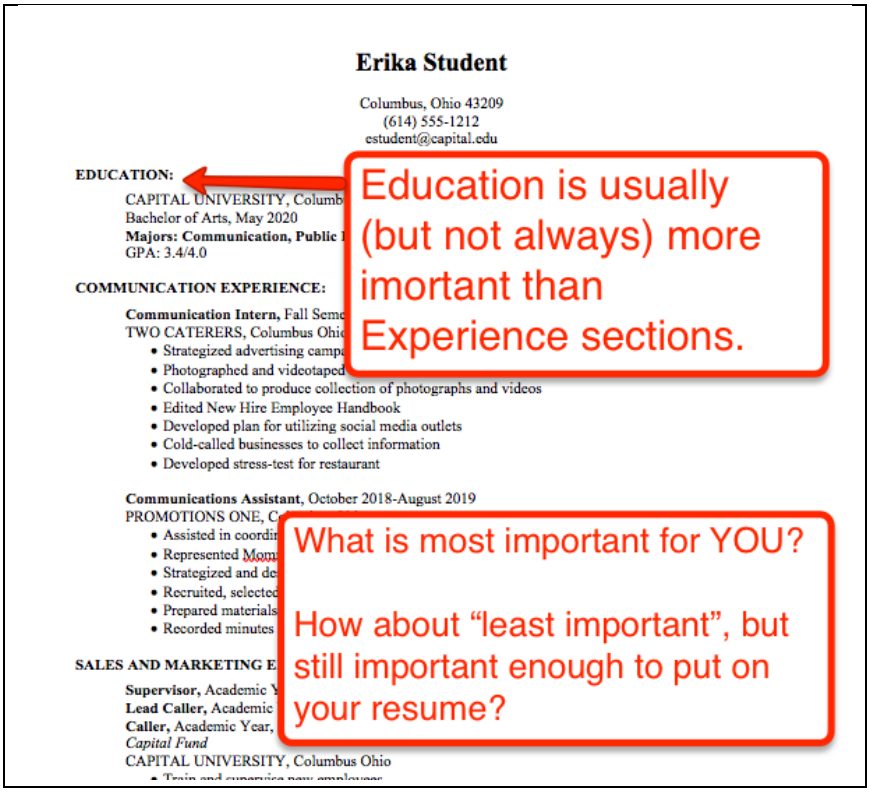
Organize information in order of IMPORTANCE

When people read your resume, they skim top to bottom, looking for important information. When they reach information that looks unimportant, they stop reading.

For most traditional students, this means that your **EDUCATION** will be more important than your **EXPERIENCE**, but not always. Depending on what you're applying for, your **RESEARCH** might be more important than your **WRITING & EDITING EXPERIENCE** or your **SELECTED COURSE WORK** might be more important than your **EXPERIENCE**.



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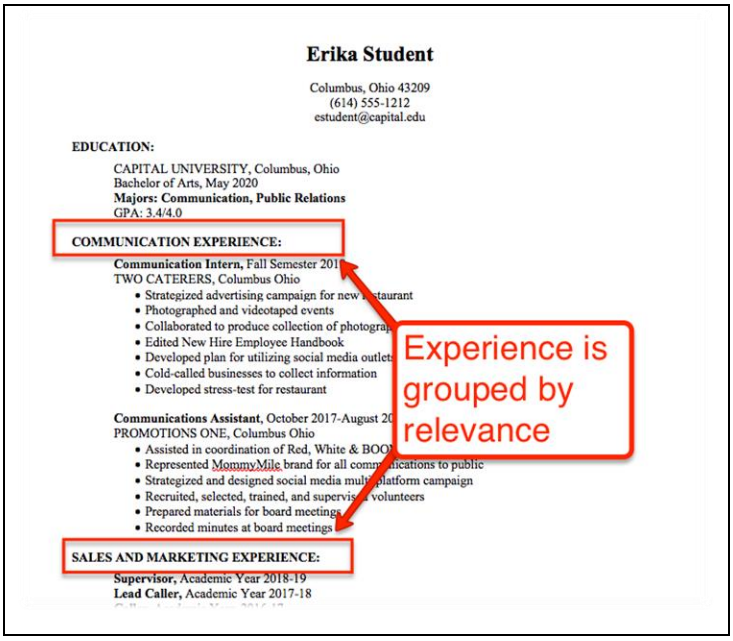
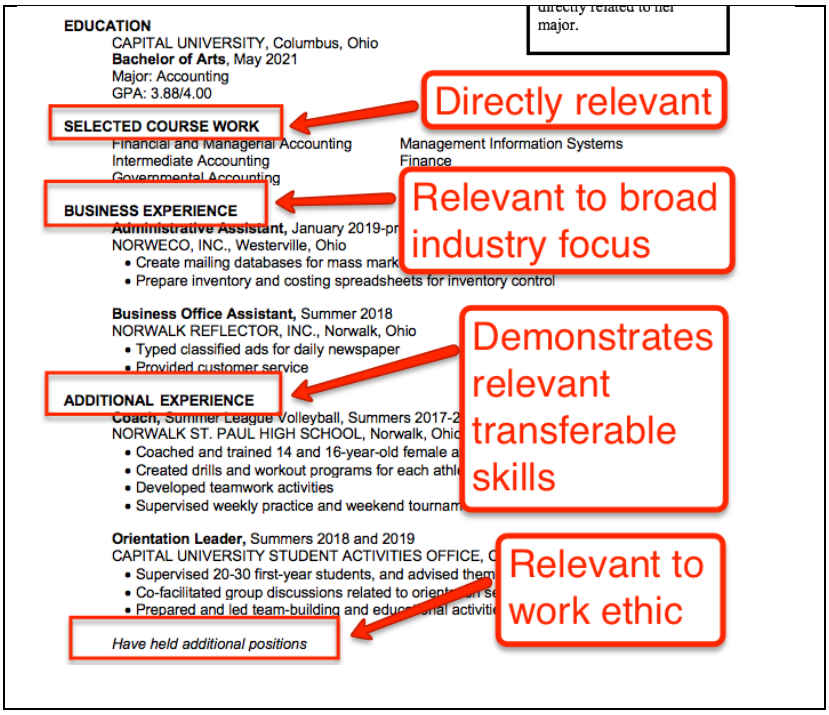
Group your experience by RELEVANCE

Instead of making one big "Experience" section or dividing them by "Work" and "Volunteer," group your experiences by their ***relevance*** to each other and to your objective.





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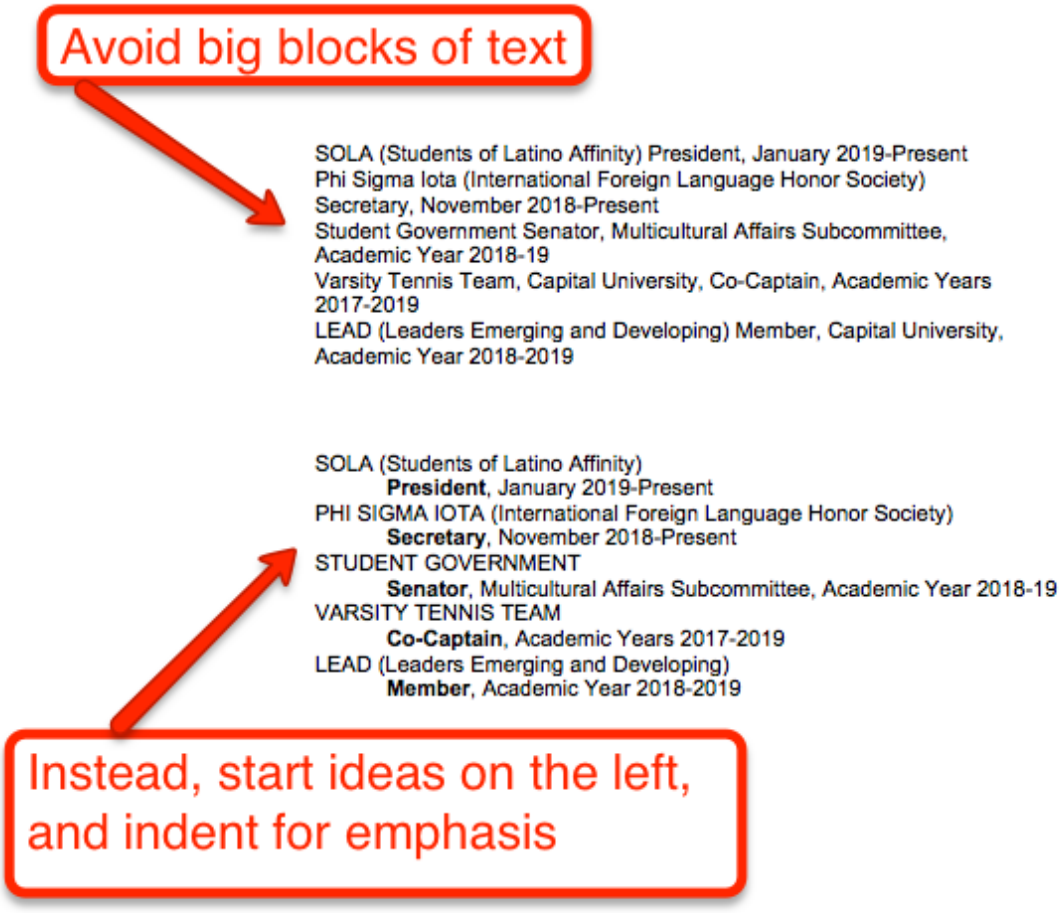
Start main ideas on the LEFT SIDE, and INDENT where appropriate

Be intentional about starting new ideas on the left side instead of writing in paragraphs or just letting text "wrap" to the next line while you're typing.

Indent for emphasis, or to indicate that ideas are "sub-categories" of the main idea. This works because we typically read from left to right, skimming down the left side of a page for important information.



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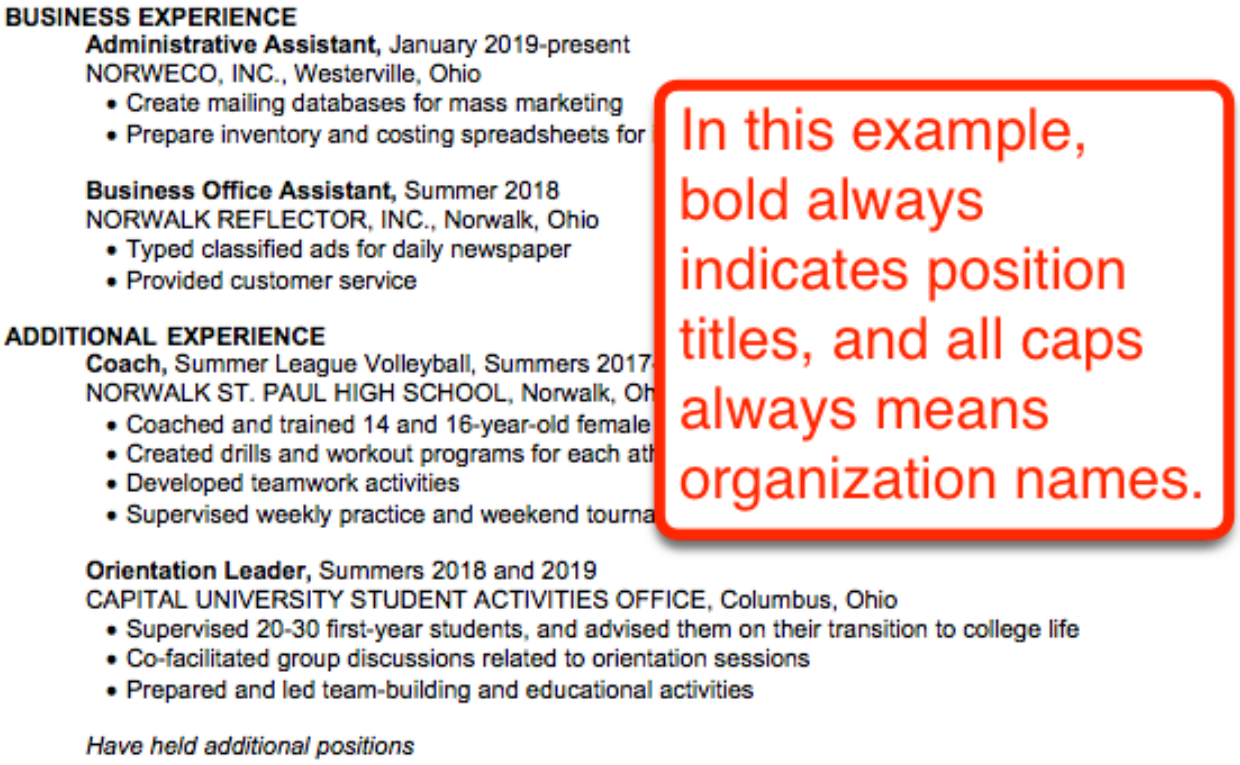
EMPHASIZE groups of roles, titles, organizations (with **bold**, ALL CAPS and *italics*)

and

Structure the entire résumé with CONSISTENCY

It's easier for our brains to skim documents when they contain visual clues about the content, and when these visual clues are consistent.



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GETTING STARTED

SOFTWARE

- Use a standard word processing program, like Microsoft Word for most résumés. Canva and other tools are appropriate for creative industries.
- ***Don't*** use résumé templates. Templates are hard to change when you are adding new information and often have inconsistencies in spacing that could be hard for you to fix.

AS YOU GET STARTED

- Include ***everything*** that comes to mind at first; all employment, all education, all experiences, all committees, activities, community service, etc. You can go back and decide what is most important later.
- Write concisely, add quantifiable details, and don't exaggerate your responsibilities.

HOW FAR BACK?

- **First year students** can include high school experience and education
- **Upper-class students** can consider some high school experience, but only if it is directly relevant (e.g., a Marketing major might include a reference to DECA, as it demonstrates an early interest in business)
- **Experienced students and alumni** should initially consider all experiences that are directly related to their objective, even if those experiences are several years old.

RÉSUMÉ BASICS

Length	One page in length is recommended for most college students, although you can have two pages of ***important*** information. Be as concise as you can, but don't leave out the essentials.
Margins	Between 1" and ½" for all margins
Type size	10-12 point font
Font	Use a simple font that is easy to read. (Examples are Arial, Tahoma, Times New Roman or Verdana)
Style	Use the Tab key (on the keyboard) and Indent button (on the toolbar) instead of the space bar to move & align text (to line it up exactly). Write out all words completely (like: Street, Bachelor of Arts, Ohio, September, etc.). It looks nicer and it's easier to read.
Spell-check	ALL CAPS are not checked; change settings or check them yourself. In general, use spell-check, but don't trust it; "a part" and "apart" are spelled correctly, but one space gives them opposite meanings!
Paper	Plain, heavyweight (24#) résumé paper, white, grey, or ivory.
Print quality	Use laser printing, or a very high quality copy. No ink jet. When emailing your resume, send it as a PDF (see last page for details)

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IDENTIFYING INFORMATION

Name*

City, State (optional)
Telephone number
E-mail address

*__Note:__ Be sure to make your name a little larger so it stands out to the employer.

This information is always placed at the top of the résumé.
You'll typically center it at the top of the page, but it can be left-justified.

What about a "header"?
Don't put your identifying information in a header. It's unnecessary and complicates the formatting. If your résumé is two pages long, a header will show up on the second page.

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KIM COLLEGE

Columbus, Ohio ◆ (513) 555-5588 ◆ *kcollege@capital.edu*

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OBJECTIVE

An objective is a guiding statement that gives résumés focus and helps employers direct résumés to the appropriate people. They should be a short, succinct descriptions of the type of position(s) you are currently seeking. Objectives should not be too specific or too broad.

Do you need an Objective?

If you have substantial career-related experience, or a very clear, relevant history of internships and jobs, you likely don't need an objective. However most traditional students will need an objective, because according to recent research, most employers still want a clear, career-specific objective on a résumé.

You can omit the objective if you absolutely can't focus on a narrow range of work fields, or if you're distributing your résumé at a career or job fair, but you will be less marketable if you are unsure of your goals. A good, well-thought-out objective can make you a stronger candidate because it will help you organize your résumé and your thoughts for interviews.

To write a good Objective:

- Tell employers the field(s) of work for which you want to be considered. You can specify by job function (librarian, social worker, etc.), or by work area (finance, public relations, production, etc.).

- Give employers any other guidelines that will help them get a grasp of your areas of interest.

FULL-TIME POSITION examples:

An organic or analytical chemistry position

A middle childhood teaching position in central Ohio

A position in the social service field, with a concentration in care for the elderly

A position in physical education at the high school level

A position in the field of criminal justice, focusing on theft prevention

An entry-level position in sales

INTERNSHIP examples:

A human services internship

To develop my skills in the field of psychology through an internship

An internship or part-time job in which I can develop my accounting skills

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E D U C A T I O N

Most college students and recent alumni will place this section immediately after the OBJECTIVE. An exception to this might be someone with significant experience that is applicable to a career. After you have post-bachelor's degree experience in your field, your EXPERIENCE will typically be placed after the OBJECTIVE.

Also, you should generally include only those schools from which you have received a degree. There are exceptions to this rule, like a school at which you were particularly active and involved. Typically list your most recent (or most relevant) degree first.

What about High School education information?
If you are a traditional first-year student, you can typically include high school information. See page 7 for related information.

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2025
Major: English
Minor: Marketing
GPA: 3.12/4.00

Q: Why do we add the "/4.00" to X.XX/4.00"?
A: It indicates the scale upon which your GPA is based.

The use of **bold lettering** and CAPITAL LETTERS (*or italics*) makes the information much easier to read and skim.

Also, starting all useful information from the same *left indented margin* is helpful.

STUDY ABROAD experience:

List it after your Capital University information, in the same format.

UNIVERSITY OF SYDNEY, Sydney, Australia
Study Abroad Natural Resources Program, spring semester 2024
GPA: 3.02/4.00

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THE ISSUE OF GPA: Should you include it?

Should you include the GPA?

Many employers like to see a 3.0 or higher, while the average college GPA is around 2.7. If yours is near 2.7, you might want to include it. If you *don't* include your GPA, some employers may wonder exactly how bad it was.

Other ways to illustrate your academic performance:

Major GPA: (GPA in your major courses ***only***)

GPA during last two years: (if you had a rough first year)

HOW TO CALCULATE YOUR MAJOR GPA:

- Using only the courses from your major area, record the number of credit hours for each and convert the letter grades to points using the list below.
- Multiply number of credits by points for each class
- Add all points in one column and all credits in another
- Divide total points by total number of credits.

Credits	Grade	Points
4	A (4)	16
3	B (3)	9
3	B- (2.67)	8.01
2	C (2)	4
12		37.01

In the example on the left, the student has taken four classes totaling 12 **Credit Hours**. Based on the numerical value of each grade, the total **Points** equals 37.01.

To find the grade point average for these four classes, we divide the **Points** by the **Credits** (37.01 /12).

The major GPA = 3.08.

Grades used in computing GPA:

Grade	Points
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0

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EXPERIENCE

In this section you can include employment, relevant unpaid experiences, internships, academic credit experiences, etc.

The word "employment" implies that you were paid. This is usually not the most important issue to emphasize. It's most important to include all your relevant experiences!

Use a section title to group your experiences by ***relevance***:

EXPERIENCE	*Or, if it's all in your major or field of interest:*
CAREER RELATED EXPERIENCE	SOCIAL WORK EXPERIENCE
RELEVANT EXPERIENCE	PUBLIC RELATIONS EXPERIENCE
ADDITIONAL EXPERIENCE	BUSINESS EXPERIENCE

Within sections, experiences must be in **reverse chronological order** (most *recent* first). For example:

August 2024-Present

Summer 2024

Academic Year 2023-24

What about Volunteer (and other unpaid) experience?

Volunteer Experience does not necessarily have to be its own separate section. For example, volunteer experience could be included in Career Related, Relevant, Additional, etc.

Should you include all of your jobs and experiences?

You don't want to add several jobs that don't relate to your career objective. On the other hand, you want credit for having worked! If you decide not to include all of your jobs, consider adding a phrase at the bottom of your EXPERIENCE section like one of these:

Have held additional positions
Worked part-time and full-time positions throughout college
Have held retail sales positions throughout college

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THE HEADING

In the heading of each experience, you will include your title or position, the period of time that you worked, and your place of employment. If you didn't have a title (like "student intern"), or if your title doesn't describe what you did (part-time Postal employees have been officially called "casual workers"), it's okay to come up with your own as long as it accurately reflects the position that you held (e.g., Legislative Intern, or Mail Sorter).

There are many ways to list the heading for an experience. To make it easy to skim, you can put **bold lettering** on top and all CAPITAL LETTERS on the bottom. This also sets the heading apart from the text (which we'll cover on page 9).

TYPICAL FORMAT

Sales Associate, December 2024 - Present
ROCK ENTERPRISES, Pumice, Ohio
- (text)
- (text)
- (text)

SPECIFIC EMPLOYMENT TIME PERIODS CAN OMIT MONTHS:

Summers 2023 & 2024 **or** Academic year 2024-25 **or** Fall Semester 2024

LONG TITLES AND ORGANIZATION NAMES will require a different format for ALL jobs listed:

Coordinator, Committee on the Viability of Earth's Existence
Academic years 2023-2025
ENTROPY COMMISSION OF WISCONSIN, Oconomowoc, Wisconsin
- (text)

THE DESCRIPTION

This is where you explain your experience and create a mental picture for the reader. Employers want to know what you "did" – your daily activities as well as accomplishments, what you learned, and how the position prepared you with transferrable skills. SHOW those elements by describing them. Be concise, employers skim for a limited time, so make the information pertinent.

DESCRIPTION EXAMPLES (next page)

Experience descriptions are written in "bullet format." It is much easier to read than a paragraph. Employers skim your résumé, so use skill verbs to begin your statements. This allows them to read more in less time.

Don't put ***all*** the information on your resume in bullet format; you'll probably only use it for your experience descriptions.

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RELEVANT EXPERIENCE

Student Teacher, Fall 2024, 14 weeks, Sixth Grade
PATASKALA SCHOOL OF ORIGAMI RESEARCH, Pataskala, Ohio

- Taught a class of 35 students
- Developed lesson plans
- Coordinated monthly science projects which complemented units on geology, Ohio plant life, and mammals of South America
- Implemented developmental discipline in classroom

BUSINESS EXPERIENCE

Market Research Intern, Fall Semester 2024
CARDINAL REALITY SERVICES, INC., Columbus, Ohio

- Developed a demographic survey to gain national marketing information on current Cardinal Apartment residents
- Classified survey results according to AMA occupational standards, apartment style preferences, and household income
- Tabulated resident profile information using Excel

LEADERSHIP

Orientation Leader, Summers 2023 & 2024
Student and Community Engagement
CAPITAL UNIVERSITY, Columbus, Ohio

- Supervised 20-30 first-year students and advised them on their transition to college
- Co-facilitated group discussions related to orientation sessions
- Prepared and led team-building and educational activities

THE VERBS

The verb beginning each "bullet" statement guides the emphasis. Look at this example:

- Met with clients and venue owners to draft and negotiate contract agreements

compare with this version:

- Drafted and negotiated contract agreements between clients and venue owners

These two statements describe the same task, but emphasize very different skill sets.

Verb TENSE

Describe your ***current*** positions using ***present*** tense verbs (teach, develop, implement)

Describe your ***past*** positions using ***past*** tense verbs (taught, developed, implemented)

See the list on the next page to help you start thinking of verbs that you can use!

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VERB IDEAS FOR DESCRIBING YOUR EXPERIENCES

(REMEMBER TO USE ***PRESENT TENSE*** FOR CURRENT POSITIONS)

Accommodated
Accomplished
Achieved
Acquired
Acted
Activated
Adapted
Administered
Advanced
Advertised
Advocated
Alleviated
Allocated
Analyzed
Anticipated
Appraised
Approved
Arbitrated
Arranged
Assembled
Assessed
Assigned
Assisted
Audited

Balanced
Budgeted
Built

Calculated
Called
Catalogued
Changed
Chose
Clarified
Classified
Coached
Collaborated
Collected
Combined
Communicated
Compared
Competed
Completed
Compiled
Composed
Computed
Conceived
Conducted
Connected
Constructed
Consulted
Contacted
Contracted
Contributed
Controlled
Cooperated
Coordinated
Counseled
Created
Critiqued

Debated
Decorated
Defended
Defined
Delivered
Delegated
Demonstrated
Designed
Detected
Determined
Developed
Devised
Diagnosed
Directed
Disciplined
Discovered
Discussed
Dissected
Distributed
Drafted
Dramatized
Drew

Edited
Educated
Eliminated
Encouraged
Enforced
Enhanced
Entertained
Established
Estimated
Evaluated
Examined
Exercised
Exhibited
Expanded
Expedited
Experimented
Explained
Explored
Extended

Facilitated
Fixed
Forecasted
Formulated
Fostered
Founded

Gathered
Generated
Graphed
Grouped
Guided

Held
Helped
Hosted

Identified
Illustrated
Implemented
Improved
Increased
Indexed
Influenced
Initiated
Inspected
Installed
Instructed
Integrated
Interpreted
Interviewed
Introduced
Invented
Investigated

Judged
Justified

Launched
Learned
Lectured
Led
Listened

Maintained
Managed
Manipulated
Mapped
Mediated
Mentored
Modeled
Moderated
Modified
Monitored
Motivated

Navigated
Negotiated

Observed
Obtained
Opened
Operated
Ordered
Organized
Oversaw

Painted
Participated
Performed
Persuaded
Planned
Played
Preached
Predicted
Prepared
Presented
Presided
Prioritized
Processed
Produced
Programmed
Proofread
Promoted
Proposed
Provided
Purchased
Publicized
Published

Raised
Read
Recommended
Reconciled
Recorded
Recruited
Reduced
Refined
Reflected
Reformed
Related
Renewed
Reorganized
Repaired
Reported
Represented
Reproduced
Researched
Resolved
Responded
Restored
Reviewed
Revised

Saved
Scheduled
Screened
Secured
Selected
Served
Shaped
Shared
Simplified
Sold
Solved
Sorted
Spoke
Streamlined
Structured
Studied
Summarized
Supervised
Supported
Sustained
Synthesized

Tabulated
Targeted
Taught
Tended
Tested
Traded
Trained
Translated
Traveled
Tutored

Unified
Updated
Utilized

Validated
Volunteered

Wrote

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ADDITIONAL AND OPTIONAL SECTIONS

SPECIAL SKILLS/ACCOMPLISHMENTS:

If you have special competencies that have not been mentioned previously, or which you would like to consolidate into one section, this is the place. Some ideas are **LANGUAGES**, **RESEARCH**, **PUBLICATIONS**, and **PRESENTATIONS**. Here's a framework for a research section (for an example, see the "Cosine Student" résumé at the end of the booklet), and other section possibilities:

RESEARCH

Effect of Diet on Social Behaviors, Spring Semester 2025
THE MCCRYSTAL LABORATORY FOR BEHAVIORAL RESEARCH

- [What you studied, examined, tested, etc.]
- [The point of what you learned, the conclusions you reached]
- Paper presented at Capital University's Annual Symposium on Undergraduate Scholarship.

LABORATORY

NMR, IR, AA, GC, HPLC, and Column Chromatography

COMPUTER LANGUAGES

C#	Python	Java	C++	T-SQL
PL/SQL	JavaScript			

ADDITIONAL TECHNICAL SKILLS

SSMS	PyCharm	SSRS	SSIS	GIT
Minitab	Visual Studio	HTML	CSS	Xcode

SELECTED COURSE WORK:

Include specific course work if those courses are ***not implied by your major*** (don't include entry-level courses that everyone takes). Many employers feel that related course work is helpful in making their decision. Experience is ***more*** important (so don't sacrifice space), but if you have room for course work, and it is your most relevant experience, include it.

SELECTED COURSE WORK

Human Resource Management	Employment Law
Organizational Behavior	Public Relations

COURSE-EMBEDDED PROJECTS:

Sometimes your most relevant experiences are these semester-long projects embedded in your courses. They must be unique, like analyzing social media impact for a specific organization. They can't be exercises that that are identical for everyone in the course.

(see next page for examples)

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RELEVANT COURSE-EMBEDDED PROJECTS

Marketing Analyst, Fall 2024
Comprehensive Integrated Marketing Plan for:
SCHOOL OF MANAGEMENT & LEADERSHIP, CAPITAL UNIVERSITY
- Developed marketing plan and campaign based on student focus group data
- Created a target consumer analysis that aligned with the overall marketing plan

Student Consultant, Fall Semester 2023
Situational Analysis and financial analysis for:
DREXEL MOVIE THEATER, Columbus Ohio
- Launched a situational analysis, including financial analysis
- Formulated marketing plan and presented recommendations to management

BUSINESS COURSE-EMBEDDED PROJECTS

Digital Marketing, Fall Semester 2024
Marketing Plan for:
NATIONWIDE CHILDREN'S HOSPITAL, Columbus, Ohio
- Developed a digital marketing plan for BC4Teens campaign
- Researched and created ways to promote healthcare resources
- Managed budget to meet overall campaign goals

Consumer Behavior, Spring Semester 2024
Marketing Plan and Strategy for:
KEEPSAKE THEME QUILTS, Bexley, Ohio
- Analyzed company financials and operations; recommended improvements
- Developed, moderated, and reviewed focus group research for key consumer insights
- Created and presented a marketing plan to increase company sales and awareness
- Company owner implemented key components

COMPUTER SCIENCE COURSE-RELATED PROJECTS

Airline Seating Simulation, Spring Semester 2024
Software Engineering, CAPITAL UNIVERSITY
- Applied Agile Development and Pair Programming techniques with classmate to develop a hypothetical airline seating simulation based on user preferences and use cases
- Created a GUI using the Python Graphics Module to allow user input in addition to file read/write support

Music App, Spring Semester 2024
IOS App Development, CAPITAL UNIVERSITY
- Developed an IOS App in SwiftUI that lets users search for songs using iTunes API and add songs to a favorites playlist

HONORS and ACTIVITIES:

You can combine these or use them by themselves, depending on how much information you have. For instance, if you have one honor and two activities, you can list them all in an **HONORS/ACTIVITIES** section. If you participated in several activities, (like: Young Norwegians of Ohio, Student Government, Arctic Snowshoeing), you can list them in a separate **ACTIVITIES** section.

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Employers are also interested in **volunteer activities** and **community involvement**.

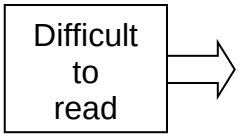
Warning: You should limit your activities to those that fit one or more of three criteria:
(1) Shows leadership
(2) Shows communication skills
(3) Is related to your field

What about religious and political involvement?

It is often ***not*** a good idea to include religious and political affiliations (e.g., Campus Crusade for Christ; College Democrats) when these issues are ***not directly relevant*** to the position you are seeking. You do not want to put off a recruiter who does not share your views. This can also be somewhat true of some social affiliations.

HONORS and ACTIVITIES: how to make them more readable

Problem: SECTION CAN BE HARD TO SKIM IF ALL THE TEXT LOOKS SIMILAR:



SOLA (Students of Latino Affinity) President, January 2025-Present
Phi Sigma Iota (International Foreign Language Honor Society) Secretary, November 2024-Present
Student Government Senator, Multicultural Affairs Subcommittee, Academic Year 2024-25
Varsity Tennis Team, Capital University, Co-Captain, Academic Years 2023-2025
LEAD (Leaders Emerging and Developing) Member, Capital University, Academic Year 2024-2025

Solutions:

START WITH THE ACTIVITIES, THEN INDENT & BOLDFACE YOUR ROLES/TITLES:
(This section on the next page contains the same information as above!)

SOLA (Students of Latino Affinity)
President, January 2025-Present
PHI SIGMA IOTA (International Foreign Language Honor Society)
Secretary, November 2024-Present
STUDENT GOVERNMENT
Senator, Multicultural Affairs Subcommittee, Academic Year 2024-25
VARSITY TENNIS TEAM
Co-Captain, Academic Years 2023-2025
LEAD (Leaders Emerging and Developing)
Member, Academic Year 2024-2025

YOU CAN ALSO START BY EMPHASIZING YOUR ROLES/TITLES (and eliminate dates)**:**

President, SOLA (Students of Latino Affinity)
Secretary, PHI SIGMA IOTA (International Foreign Language Honor Society)
Senator, STUDENT GOVERNMENT Multicultural Affairs Subcommittee
Co-Captain, VARSITY TENNIS TEAM
Member, LEAD (Leaders Emerging and Developing)

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REFERENCES

Is this section required on the résumé?

- **NO**. Most people leave it off.
- It is *assumed* that your references are available upon request, and that you will provide a list (see below) with contact information when the employer asks for it.

If you **do** include it, the reference section ALWAYS comes last. It usually looks like this:

REFERENCES Available upon request

Who should be listed as references on your list?

Faculty members and employers are the most typical references, but anyone who has observed your work in a supervisory capacity can be an excellent reference (e.g. an advisor to your student organization, a supervisor at a volunteer experience). Personal references (neighbors, friends, etc.) are typically ***not*** valued by employers.

Ask before you list people as references

Talk with them about it. Ask them, "Will you provide a positive reference for me?"

Do you need actual letters, or just a list?

- **Most employers will simply want a list of your references**, including email and phone numbers (see example on the next page). Make sure that you ask references for the best phone number to list for them. Graduate programs typically want actual letters (see the "How to Get Into Graduate and Professional School" booklet for details).
- Provide those referenced with a summary of your experiences and accomplishments with them, so that they can refresh their memory prior to receiving a call from a prospective employer.
- Contact references when you are invited to each interview, and provide your references with details about who might call them so that it is not a surprise when they receive calls from the employers.

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R E F E R E N C E S

Chris M. College

Alan W. Drone
Director of Human Resources
Entomology Incorporated
(515) 555-3467
adrone@entomology.com

Kirk Anderson
Cartoonist/Illustrator
St. Paul Pioneer Press
(608) 555-2973
kirka@pioneerplanet.com

Sue Synapse
(Former supervisor at Spinal Enterprises)
Area Manager
Dendrite Advertising Company
(614) 555-8389
synapses@dendrite.org

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S A M P L E R É S U M É S

The following pages include résumé formatting samples that come from a few different majors. They are not "major-specific." They are meant to demonstrate a variety of styles that could be used for many majors.

MORE SPECIFIC RÉSUMÉS ON OUR WEB SITE

Our website has résumé samples for majors that require customized styles:
http://www.capital.edu/resume-guide/

*You'll find samples for these **majors**:*

- Education
- Nursing (several styles)
- Music Education
- Music Industry
- Music Performance
- Music Technology/Computer Science
- Theatre

*You'll find samples for these **formats**:*

- Functional format
- Adult and experienced
- First-year

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STEVE STUDENT

Columbus, Ohio
(614) 555-5555
sstudent@capital.edu

OBJECTIVE

A staff accounting position

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2025
Major: Accounting
GPA: 3.5/4.0

RELEVANT EXPERIENCE

Business Manager, Academic Year 2024-2025
CAPITAL UNIVERSITY STUDENT PUBLICATIONS, Columbus, Ohio
- Contact prospective advertisers
- Maintain accounting system for accounts receivable and advertising policies/rates

Assistant Auditor (Intern), Summer 2024
AUDITOR OF STATE, Columbus, Ohio
- Performed substantive tests for petty cash and property, plant, & equipment funds
- Verified federal compliance utilizing Quattro Pro
- Analyzed and evaluated internal control procedures for various funds
- Audited State Agencies including EPA, Mental Health, Human Services

Dispatch Manager, Summer 2023
UNITED PRECAST INC., Mount Vernon, Ohio
- Priced invoices and reviewed special purchase orders
- Performed various accounting duties

ADDITIONAL EXPERIENCE

Student Ambassador, September 2023-Present
CAPITAL UNIVERSITY ADMISSIONS, Columbus, Ohio
- Provide tours for prospective students, help with events on campus, and host overnight prospective students

Program Engineer, Summer 2023
WMVO RADIO, Mount Vernon, Ohio
- Monitored and programmed network radio shows
- Produced commercials
- Engineered live remotes and sporting events
- Trained new employees

Have also held retail positions throughout college

LEADERSHIP

Delta Sigma Pi (professional business fraternity), ***President***
Student Government, ***Secretary/Treasurer***

SOFTWARE

Word, Excel, PowerPoint, Access, UltraTax, ATB

Toni M. Student

(614) 555-5555
tonistudent@gmail.com

OBJECTIVE

An entry-level position in the field of marketing or sales

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2025
Major: Marketing
GPA: 3.37/4.00

BUSINESS EXPERIENCE

Market Research Intern, Fall 2024
CARDINAL REALITY SERVICES, INC., Columbus, Ohio

- Developed a demographic survey to gain marketing information on current Cardinal Apartment residents nationally
- Classified survey results according to AMA occupational standards, apartment style preferences, and household income
- Tabulated resident profile information using Excel

Accounting Clerk, Summer/Seasonal, 2022-2024
WESTRECO INCORPORATED, Marysville, Ohio

- Prepared payroll for part-time employees using Excel
- Analyzed fixed asset inventory
- Prepared purchase orders and paid invoices

ADDITIONAL EXPERIENCE

Resident Assistant, Academic Years 2023-2025
CAPITAL UNIVERSITY, Columbus, Ohio

- Directly supervise 25 residents
- Counsel residents in variety of personal and academic areas
- Facilitate floor and hall developmental programs

Crew Member, August 2023-Present
CHIPOTLE MEXICAN GRILL, Columbus Ohio

- Assist customers with ordering in store, picking up online orders, and payment
- Cooperate with other crew to maximize efficiency of the line when making orders
- Maintain sanitary standards with routine cleaning of the prep area and lobby

HONORS/ACTIVITIES

Phi Beta, *fine arts honorary fraternity*
Umpire, *Ohio High School Athletic Association*
Coach, *summer softball teams*

Sarah Student

Columbus, Ohio
sstudent@mail.com
(614) 236-0000

OBJECTIVE

To utilize my foreign language skills in an international business or Federal government internship

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2025
Majors: Spanish
Political Science
GPA: 3.75/4.00
Major GPA: 4.00/4.00

CAREER RELATED EXPERIENCE

Research Intern, Summer 2024
Public Utilities Commission of Ohio, Columbus, Ohio

- Participated in investigations of customer-owned, coin-operated telephones (COCOTs) or pay phones
- Compiled investigative information of various COCOTs into a database
- Organized projects notifying owners of violations and processing the responses

Teaching Assistant, Academic Year 2023-24
Political Science Department, Capital University

- Developed lesson plans and interactive lectures for first-year Political Science majors
- Assisted in grading, writing and providing feedback on assignments
- Administered exams in the absence of a professor
- Provided additional assistance to students in the form of tutoring

ADDITIONAL EXPERIENCE

Resident Assistant, Academic Years 2022-2024
Residential and Commuter Life Office, Capital University, Columbus, Ohio

- Served as leader/advisor for 22 residents
- Resolved roommate and hall conflicts
- Counseled residents in various academic and personal areas
- Facilitated floor and hall educational and social activities

Have held additional paid positions during college

HONORS & ACTIVITIES

Dean's List
Phi Sigma Iota (National Honor Society), President, 1 year
Career Development Intern
Governor's Honors Program

Don M. Student

Columbus, Ohio
740-555-1212
Dstudent3@capital.edu

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2026
Major: Computer Science
GPA: 3.47/4.00

RELEVANT EXPERIENCE

Software Delivery Intern, Summer 2024
SAFEAUTO INSURANCE Information Technology Department

- Assisted the Software Delivery team with numerous tasks including: hardware imaging, software rollouts to end users, and designing VDI architecture
- Presented a summer-long project regarding third-party application patching in Microsoft SCCM to leadership at the conclusion of the internship

IT Helpdesk Assistant, Spring Semester 2023
CAPITAL UNIVERSITY Information Technology Department

- Provided maintenance, technical support, and troubleshooting of desktop computers, printers, telephones, and other devices to ensure effective use of resources among students and faculty
- Utilized strong communication skills when answering calls and acknowledging Helpdesk emails

TECHNICAL SKILLS

Python	Swift UI/UIKit
C++	Hardware Imaging
C#	Git/Azure DevOps
X++	JavaScript/React.js
SQL	VMware Horizon Administration

RELEVANT COURSE-EMBEDDED PROJECTS

Airline Seating Simulation, Spring Semester 2024
Software Engineering, CAPITAL UNIVERSITY

- Applied Agile Development and Pair Programming techniques with classmate to develop a hypothetical airline seating simulation based on user preferences and use cases
- Created a GUI using the Python Graphics Module to allow user input in addition to file read/write support

Music App, Spring Semester 2024
IOS App Development, CAPITAL UNIVERSITY

- Developed an IOS App in SwiftUI that lets users search for songs using iTunes API and add songs to a favorites playlist

Erika Student

(614) 555-1212
estudent@capital.edu

EDUCATION:

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2025
Majors: Communication, Public Relations
GPA: 3.4/4.0

COMMUNICATION EXPERIENCE:

Communication Intern, Fall Semester 2024
TWO CATERERS, Columbus Ohio

- Strategized advertising campaign for new restaurant
- Photographed and videotaped events
- Collaborated to produce collection of photographs and videos
- Edited New Hire Employee Handbook
- Developed plan for utilizing social media outlets
- Cold-called businesses to collect information
- Developed stress-test for restaurant

Communications Assistant, October 2023-August 2024
PROMOTIONS ONE, Columbus Ohio

- Assisted in coordination of Red, White & BOOM!, MommyMile, and First Night Columbus
- Represented MommyMile brand for all communications to public
- Strategized and designed social media multi-platform campaign
- Recruited, selected, trained, and supervised volunteers
- Prepared materials for board meetings
- Recorded minutes at board meetings

SALES AND MARKETING EXPERIENCE:

Supervisor, Academic Year 2024-25
Lead Caller, Academic Year 2023-24
Caller, Academic Year, 2022-23
Capital Fund
CAPITAL UNIVERSITY, Columbus Ohio

- Train and supervise new employees
- Oversee daily operations
- Attend Alumni Events
- Call Capital University Alumni to ask for donations

ACTIVITIES:

Black Student Union

- **Social Chair**

Muslim Student Association

- **Media Relations Coordinator**, Assisted with managing and advertising for various programs

PRSSA (Public Relations Student Society of America)

- **Member**

KATELYND STUDENT

(614) 555-1212
kstudent@capital.edu

OBJECTIVE

A position in the field of human resources or organizational behavior

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2025
Major: Psychology
Minor: Business Management
GPA: 3.76/4.00

SELECTED COURSE WORK

Human Resource Management
Organizational Behavior
Employment Law
Public Relations

HUMAN SERVICES EXPERIENCE

Crisis Center Intern, August 2024 - Present
FRANKLIN COUNTY CHILDREN'S SERVICES, Columbus Ohio

- Provide support, interaction, and supervision for children who are brought to Intake.
- Assist with a variety of administrative duties

Activity Coordinator, Spring Semester 2024 (40 hours)
HERITAGE DAY HEALTH CENTER, Columbus, Ohio

- Engaged adult day care residents with activities and conversation

Behavioral Mentor, Fall Semester 2023
KIDSCONNECT MENTORING PROGRAM, Columbus, Ohio

- Certified and trained behavioral mentor
- Mentored children in grades six through eight at Canal Winchester Middle School

RESEARCH

Determination of Language Use and its Effects on Perspective-Taking
Spring Semester 2024

- Conducted a research study to determine the first and third-person effects on perspective-taking
- Results showed those who read a story in first-person demonstrated higher levels of perspective-taking than those who read a story in third-person
- Paper presented at Capital University's Annual Symposium on Undergraduate Scholarship

ADDITIONAL EXPERIENCE

Associate, October 2023 - Present
PANERA BREAD, Columbus, Ohio

Server, January 2022 - August 2023
BOB EVANS RESTAURANT, Canal Winchester, Ohio

Salesperson, Summer 2023
AIMEE'S BLUE RIBBON SPICES, Granville, Ohio

EXTRA-CURRICULAR

Secretary, Spring Semester 2024 - Present
PSI CHI (International Psychology Honors Society)

Cosine Student

Columbus, Ohio
(614) 555-5555
cstudent@capital.edu

Format most often used if your résumé will be scanned

OBJECTIVE

A position integrating science and communication

EDUCATION

Capital University, Columbus, Ohio
Bachelor of Arts, May 2025
Major: Biology
Minors: Chemistry and Music
GPA: 3.84/4.00

The "**Cosine Student**" résumé on the next page shows how this original résumé can be modified to easily cut and paste into an employer's online application site that supports text only.

RELEVANT EXPERIENCE

Departmental Assistant, September 2023-present
CHEMISTRY DEPARTMENT, Capital University

- Conduct specific research for chemistry textbook in progress
- Grade student papers, problems, and lab reports
- Oversee correspondence to chemistry alumni

Office Manager's Assistant and Physician's Aide, Summer 2024
DR. MARK A. STEINMETZ, M.D., Bluffton, Ohio

- Prepared Medicare and Medicaid claim forms for submission
- Led patients to examination rooms, charted symptoms and vital signs
- Performed basic, in-office lab tests: urinalysis, blood sugar, hemoglobin
- Scheduled appointments
- Assisted with basic office work

Peer Mentor, Smooth Transitions, Summers 2022 and 2023
MULTICULTURAL AFFAIRS, Capital University

- Served as source of guidance for incoming students of color
- Tracked individual progress of 40 students throughout their entire first semester at Capital

RESEARCH

Effects of Soft Drink Consumption on Weight Gain in Rats, Fall 2023
CAPITAL UNIVERSITY, Columbus, Ohio

- Monitored weight gain and food consumption of rats receiving soda/water mixture compared to rats receiving only water to find causal relationship between soft drink consumption and obesity in humans
- Concluded that soft drinks are not significant cause of obesity
- Experimental rats consumed less food contrary to human results, suggesting that humans override homeostasis
- Poster presented at Capital University's Annual Honors Symposium for Undergraduate Research

ADDITIONAL SKILLS

Microsoft Word, Access, PowerPoint
Laboratory Instrumentation: NMR and IR spectroscopy

COLLEGE ACTIVITIES/HONORS

Life Science Organization
Chapel Choir
Musical Theater Workshop

When asked to cut and paste your résumé into an employer's online application, use this format, free of any *italics*, **bold**, symbols or drawn lines. Use spacing and capital letters for definition between sections.

WARNING: This text-only résumé specifically demonstrates how to modify the "Cosine Student" example from the previous page. It's not a good general format.

COSINE STUDENT
Columbus, OH
(614) 555-5555
cstudent@capital.edu

OBJECTIVE

A position integrating science and communication

EDUCATION

Capital University, Columbus, Ohio
Bachelor of Arts, May 2025
Major: Biology
Minors: Chemistry and Music
GPA: 3.84/4.00

RELEVANT EXPERIENCE

Personal Assistant, September 2023-present
CHEMISTRY DEPARTMENT, Capital University
- Conduct specific research for chemistry textbook in progress
- Transfer text copy from WordPerfect to Word
- Grade student papers, problems and lab reports
- Oversee correspondence to chemistry alumni

Office Manager's Assistant and Physician's Aide, Summer 2024
DR. MARK A. STEINMETZ, M.D., Bluffton, Ohio
- Prepared Medicare and Medicaid claim forms for submission
- Led patients to examination rooms, charted symptoms and vital signs
- Performed basic, in-office lab tests: urinalysis, blood sugar, hemoglobin
- Scheduled appointments
- Assisted with basic office work

Peer Mentor, Smooth Transitions, Summers 2022 and 2023
MULTICULTURAL AFFAIRS, Capital University
- Served as source of guidance for incoming students of color
- Tracked individual progress of 40 students throughout their entire first semester at Capital

RESEARCH

Effects of Soft Drink Consumption on Weight Gain in Rats, Fall 2023
CAPITAL UNIVERSITY, Columbus, Ohio
-Monitored weight gain and food consumption of rats receiving soda:water mixture compared to rats receiving only water to find causal relationship between soft drink consumption and obesity in humans
-Concluded that soft drinks are not significant cause of obesity
-Experimental rats consumed less food contrary to human results, suggesting that humans override homeostasis
-Poster presented at Capital University's Annual Honors Symposium for Undergraduate Research

ADDITIONAL SKILLS

Microsoft Word, Access, PowerPoint
Laboratory Instrumentation: NMR and IR spectroscopy

COLLEGE ACTIVITIES

Life Science Organization
Chapel Choir
Musical Theater Workshop

JORDAN STUDENT

(614) 555-2222
jstudent@capital.edu

This is an example of a student who is using a "Selected Course Work" section, because she does not yet have experience directly related to her major.

OBJECTIVE

An internship in the field of accounting

EDUCATION

CAPITAL UNIVERSITY, Columbus, Ohio
Bachelor of Arts, May 2026
Major: Accounting
GPA: 3.88/4.00

SELECTED COURSE WORK

Financial and Managerial Accounting
Intermediate Accounting
Governmental Accounting
Management Information Systems
Finance

BUSINESS EXPERIENCE

Administrative Assistant, January 2024-present
NORWECO, INC., Westerville, Ohio

- Create mailing databases for mass marketing
- Prepare inventory and costing spreadsheets for inventory control

Business Office Assistant, Summer 2023
NORWALK REFLECTOR, INC., Norwalk, Ohio

- Typed classified ads for daily newspaper
- Provided customer service

ADDITIONAL EXPERIENCE

Coach, Summer League Volleyball, Summers 2022-2024
NORWALK ST. PAUL HIGH SCHOOL, Norwalk, Ohio

- Coached and trained 14 and 16-year-old female athletes
- Created drills and workout programs for each athlete
- Developed teamwork activities
- Supervised weekly practice and weekend tournaments

Orientation Leader, Summers 2023 and 2024
Student and Community Engagement
CAPITAL UNIVERSITY, Columbus, Ohio

- Supervised 20-30 first-year students, and advised them on their transition to college life
- Co-facilitated group discussions related to orientation sessions
- Prepared and led team-building and educational activities

Have held additional positions

ACTIVITIES/HONORS

National Society of Leadership and Success Member (Leadership Honor Society)

NCAA Division III Varsity Volleyball
Delta Sigma Pi (Business Fraternity)

FINAL NOTES

Everything has to be perfect in your résumé; it's the first impression you'll make! Spell-check, proofread, and have other people critically evaluate your résumé and suggest changes. When it is sent to employers, it MUST BE FLAWLESS! Any error reflects on *you* and will make it easy for the recruiter to decide that your résumé belongs in the "no" pile.

YOU NEED A COVER LETTER

If you are **sending** a résumé to an employer, you NEED to include a cover letter. For information on cover letters, get a copy of the "HOW TO WRITE A COVER LETTER" career guide on our website: http://www.capital.edu/career-how-to/

PRINT YOUR RÉSUMÉ

Make sure you use résumé-weight paper, at least 24# (copy paper is 20#).
You can buy résumé paper and print your résumé in Career Development (10¢/page).

EMAIL YOUR RÉSUMÉ

Send your emailed résumé as a PDF so that your formatting will remain consistent.

Naming your resume file:
Instead of saving and sending your resume as "resume.pdf", you should use **your name** in the document name (e.g., DaveStudent-resume.pdf). Name your resume file FOR YOUR AUDIENCE, not for you.

MAIL YOUR RÉSUMÉ? EVER?

Occasionally, you might use the U.S. Post Office to mail your résumés. If so, consider using 9 by 12 inch envelopes, so that the résumé and cover letter don't have creases in them. There is nothing wrong with sending them in a regular sized envelope, but some employers think they look nicer without folds.