

Resume Tips for College Students

Heading:

- Your name should stand out
- Include your email address, phone number and city and state (a physical or mailing address is not necessary)

Education Section:

- List each degree in reverse chronological order.
- Do not include high school information
- List university, location (city, state), actual degree name and month and year of graduation.

Experience Section:

- Include a minimum of two experiences.
- You can include internships, volunteer positions and student athlete experience in this section.
- List positions in reverse chronological order.
- List job title, company, city and state, and dates worked (month year – month year)
- Include at least three bulleted skill descriptions for each experience.
- Make sure bulleted lists under each position begin with an action verb and give detailed information about what you did (do not include phrases like responsibilities/duties include).

Skills Section:

- Skills need to be relevant and proven through experiences
- Examples of skills include specific computer software/applications, additional technical skills, trainings/certifications, etc.

Additional Sections

- You can create additional sections based on your experience. Possible sections include: Activities (which included Greek organizations, campus clubs, professional organizations, etc.), Honors, and Certifications
- Be sure to list organization name, city and state, dates (month year – month year) and any leadership or special project work.

Formatting

- One page is ideal for college students and new professionals
- Make sure formatting is consistent. Ex: If you abbreviate Louisiana as LA use that format throughout.
- Section order (Education, experience, skills...)
- No personal pronouns
- Proofread for spelling and grammar errors

