

Resumes

Resumes should almost always be 1 page in length. However, industry standards differ. Research what employers in your industry prefer.

Your resume should consist of a combination of: Contact Info, Objective/Summary Statement (optional), Education, Experience, Leadership & Involvement, and Skills & Certifications.

The layout and appearance of your resume is almost as important as the content itself. It should be clean, legible, organized, and easy to read.



EDUCATION

List your college/university, degree, major, minor, and GPA (if 3.3 or above). Be sure to list any relevant coursework, projects, study abroad experience, or awards and recognitions. If you have multiple degrees, list in reverse chronological order.

EXPERIENCE

Highlight any professional experience and internships in reverse chronological order. Use action verbs and measurables to describe your responsibilities and actions. Be sure to focus on relevant experience for the particular job(s) to which you are applying.

LEADERSHIP & INVOLVEMENT

Any community service, organizational involvement and leadership roles you hold should be included. Be sure to focus on roles and responsibilities that pertain to the job(s) to which you are applying.

SKILLS & CERTIFICATIONS

List any hard skills or professional certifications you possess. For example: MS Office Suite, Adobe Photoshop, Social Media Management, Public Speaking, Nursing Certifications, etc.

OBJECTIVE STATEMENT

Objective statements have become much less relevant and desired on resumes. Do not include one unless it is specifically requested.



First Lastname

gonzagastudent@zgmail.gonzaga.edu | 123-456-7890

EDUCATION

Gonzaga University

Bachelor of Arts, Sociology (Minor in Communication Studies)

Graduate May 2016

- GPA: 3.3
- Dean's List: Fall 2014, President's List: Spring 2015

WORK EXPERIENCE

Second Harvest of the Inland Northwest

Support Specialist

September 2013 - Present

- Prepare the facility and supervise volunteers in the Volunteer Center for food sort events throughout the week
- Coordinate volunteers during annual off-site food drives such as Tom's Turkey Drive and the Yoke's Season of Giving Food Drive
- Perform office duties including recording cash donations to a database and sending thank you letters to donors for all food and financial donations
- Compiled information for over 30 food pantries in Spokane County and developed food assistance resource guides to be distributed to clients

Washington Family Ranch, a Young Life Camp

Creekside Housekeeping Intern

May - August 2015

- Provided a clean and cared-for summer camp experience for middle school students
- Supervised 18 high school and college aged volunteers in daily housekeeping rotations and special projects
- Led volunteers through daily activities and reflection time centered around team building, leadership, and growth

Premier- a Division of School Specialty

Seasonal Technical Support Representative

May - August 2013

- Provided technical assistance to American and International customers through phone and email correspondence for Premier Versatile student agendas
- Maintained records of order statuses and walked customers through their materials submissions process
- Resolved problems with defective agendas after delivery to ensure complete customer satisfaction

Gonzaga Career Center & GAMP

Office Assistant

September 2012 - May 2013

- Coordinated with staff to support department events and execute administrative project based tasks
- Utilized customer service skills to communicate departmental services accurately and appropriately to varying constituencies including students, parents, and alumni

ACADEMIC EXPERIENCE

Sociological Research Methods

Spring 2015

- Conducted a semester long qualitative research project on the academic and social experiences of Gonzaga's first generation college students

Introduction to Social Work

Spring 2014

- Collaborated with three other students and Sodexo Catering to raise funds and awareness on Gonzaga's campus for Evangeline International, an organization that digs wells to create sustainable change in rural communities that lack clean water sources

LEADERSHIP EXPERIENCE

Gonzaga Career & Professional Development

Career Center Representative

September 2013 - Present

- Meet with students to review and edit resumes and cover letters during weekly office hours
- Promote Career & Professional Development services and events through presentations and peer interaction

SxNW Spokane Young Life

College Leader

September 2015 - Present

- Manage social media accounts and promote weekly events through Facebook and Instagram accounts
- Foster community within Gonzaga by leading a small group of underclassmen girls