UNIVERISTY OF MINNESOTA CROOKSTON CAREER SERVICES

RESUME GUIDE

Depending on the opportunity you're applying for, you may be asked to submit a resume or CV. A **resume** is a targeted summary of your skills and experiences relevant to the application you are submitting whether that be a job/internship, a research opportunity, or a scholarship, where-as a **CV** is a complete list of ALL academic credentials and experiences. This guide is meant to get you started creating a resume from scratch or updating an outdated one.

MUST HAVES

1. HEADING
Your name should stand out. Include your email, phone number and address.

2.EDUCATION
Include the name of institution, city and state, degree, major, expected graduation, and GPA (if above 3.0).

3.EXPERIENCE
From most recent to least recent, list the position held, organization, location and dates. Use present tense for current positions and past tense for past gigs.

4.LEADERSHIP, SERVICE OR EXTRACURRICULUAR
List student organizations, athletics, regular volunteer gigs or unique programs (like Dean's Scholars).

You've worked hard on honing your **experiences**. Make sure they pop on paper. Use this formula to create bullet point statements for positions listed in your experience section.

POWER VERB + **DESCRIPTION OF TASK** + **RESULT**

Maintained inventory of over 15 chemicals in Microsoft Excel to ensure an accurate record of chemicals in the lab

Assist undergraduate students with their understanding of course content by breaking down concepts, reviewing notes, and suggesting new study strategies

✓ THIS

Managed the Facebook, Twitter, and Instagram accounts, increasing engagement by 300%

Greet customers and take orders accurately and efficiently

Transported patients to in-patient physical therapy appointments safely and on time

✗ NOT THAT

Ran the social media

Take customer orders

Helped patients get to appointments

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Adapted from CBS Career Services

On average, the first time a hiring manager looks at a resume, it's for 5-7 seconds. It needs to be crisp and easy to read.

- One page, margins .5-1"
- Reverse chronological order
- Vary sizes, bold, italics to differentiate sections
- Save resume as a PDF titled "First Name - Last Name"

- Do not include a headshot
- Size 10-12 for body text
- No downloaded templates
- Best fonts: Times New Roman, Calibri, Arial, Open Sans, Roboto

MIGHT HAVES

No two resumes should look exactly the same! People have different experiences AND apply for different opportunities. Not sure what to add? Talk to a career coach.

Education add-ons
You might include your high school, previous institutions, study abroad or relevant coursework.

Skills section
Include technical skills like proficiencies in lab techniques, softwares and languages. See example below for formatting assistance.

> **Lab:** PCR, gel electrophoresis, western blotting, cell culturing, assays
> **Computer:** R programming, JMP, Java
> **Languages:** Vietnamese (fluent), Spanish (proficient)

Add-on experience section
This section might take on different names! Including relevant experience, research experience, healthcare/clinical experience and volunteer experience. Tailor the name for the job.

Publications/presentations
If you've had the opportunity to present or publish your research, help it stand out in your resume by putting it in a separate section. Use the templates below for formatting assistance.

> **Publication**
> Last name, First Initial., Author, B., & Author, C. (Year of publication). Title of the article. *Name of the publication, journal, or website, Volume Number*(Issue number), pages. URL
>
> **Presentation**
> Contributor A., Contributor B., Contributor C., & Contributor D. (Year, Month Day). *Title of presentation* [Description of contribution]. Title of Symposium/Conference, Location. URL

Honors or awards
Were you on the Dean's List or awarded a competitive scholarship? Part of the honors program? List them!

SUPPORT + RESOURCES

Looking for a resume review? Need formatting help?
Contact UMC Career Services Office at umccareer@umn.edu to make an appointment or for more information.

2