

BUILD YOUR RESUME

ELEMENTS OF A GOOD RESUME

Center your name larger (Font Size 16-22 points)

Student Name

YOURNAME@REINHARDT.EDU // (888)-888-8888 //
<WWW.LINKEDIN.COM/IN/YOURNAME>

HEADING TIPS:

- Use your Reinhardt email address unless you are graduating in two to three months
- Make sure you have a formal greeting on your voicemail.

EDUCATION SECTION:

- **Key Points To Include:** School Name; Location; Graduation Date; Degree; Major(s) (if declared or planning to declare); and Minor.
- **GPA:** Include if 3.00 or above. List Major GPA if it is higher than your cumulative GPA and if your major is particularly relevant to the position.
- **Study Abroad & Summer Education Experiences:** Include as separate education entities.
- **Relevant Coursework:** Optional, but helpful if you have coursework that is related to the career field.
- **Academic Honors & Scholarships:** List here if you have a few. Students with many honors may want to create a separate Honors section.
- **Thesis:** Include as a separate entity in this section and include a bullet or two describing your thesis and the process taken to complete the project.
- Include High School information if you are a 1st Year Student or graduated from a top school in a city where you are searching for a position.
- Include SAT/ACT scores if you are applying for positions with consulting firms. Include the scores for each section of the SAT.

WORK, LEADERSHIP, & VOLUNTEER EXPERIENCE SECTION(S):

- **Most Important Experiences Near the Top of Résumé:** Work, leadership and volunteer experiences do not necessarily need to be in separate sections of the résumé. You can include the most important of these three experiences in one “Relevant Experience” category.
- **Key Points to Include for Each Experience:**
Organization/Employer Name; Job, Volunteer or Leadership Position Title; Location of Organization/Employer; Dates of Involvement (be specific here – use months or semesters in addition to years).
- **Use Bullets to Describe Each Experience - Emphasize Outcomes:**
 - Two to four bullets depending on the depth of the experience.
 - Use action verbs to begin each bullet.
 - Start with a summary statement describing what you did and the main results of your work.
 - Use a project-centric and/or task-centric structure for each bullet.
 - In each bullet provide the results of your work and accomplishments and write, specifically, what you did.
 - Quantify your accomplishments with numbers whenever possible.
- Include Experiences before college if you are a 1st or 2nd Year Student or if the Experience is Extremely Relevant.

SKILLS, ACTIVITIES & INTERESTS SECTION(S):

- Can be One Section or Multiple Sections: This depends on how many additional items you wish to include.
- Start with Skills: List language proficiencies first followed by technical skills.
- List activities that did not involve leadership.
- Include interests that show accomplishments.