

RESUME RESOURCE PACKET

CAS CAREER SERVICES



CAREER SERVICES
College of Arts and Sciences

MAKE APPOINTMENTS AT:
[CAS.OKSTATE.EDU/CAREERS](https://cas.okstate.edu/careers)



PURPOSE OF A RESUME

- A resume is a marketing document that communicates the value you bring to a potential employer.
- A good resume serves as a 'snap-shot' of your skills and abilities, not a comprehensive list of accomplishments.
- A resume should be a simply-designed document directing the readers attention to key experiences and other sections.
- A **great** resume highlights the unique, specific transferrable skills based on information provided in the job description.

KNOW YOUR AUDIENCE

- Research shows that the average job opening receives roughly 50-150 applications.
- Employers read resumes very quickly and tend to scan for key sections and specific skills/experiences/abilities.
- Resume readers tend to prefer resumes that are simple in format and not overly-text heavy, this assists with **reader efficiency**.
- Not every resume reader will be an expert in your field, or intimately aware of the details of your industry, be sure **all** audiences can read your content.

Avg. Time a
Resume is Read:

**15-30
Seconds**

HOW TO START

- Use a blank word document to control spacing and formatting; do not use templates or tables.
- Keep resume to **ONE PAGE ONLY** with margins size .5 -1" all the way around.
- The document should have a consistent font with the exception of your name.
- Be consistent in formatting and alignments for text, bullets, and indents.

COMMON FONTS

- Try to avoid serif fonts (fonts with feet) such as **Times New Roman**.
- Sample fonts: Font Sizes should be 18-28pt for name, 11-12pt for section headers, and 10-12pt for body text.

Century Gothic
Microsoft Sans Serif

Arial Narrow
Tahoma

Franklin Gothic Book
Eras Medium

Euphemia
Arial Black

Trebuchet MS
Lucida Sans Unicode
Verdana
Impact

NAME & HEADER



Headers are often the most design-heavy element of resumes. A good header utilizes a simple style that directs the readers attention to name and contact info. Examples Below:

Sally Student

sally.student@okstate.edu | 555-555-5555 | github/studentwebpage/project1

PISTOL PETE

PISTOL.PETE@OKSTATE.EDU | 555.555.5555 | 213 W. MAIN | STILLWATER, OK 74078

Ima Good-Student

213 Main Street
Stillwater, OK 74078

(555)555-5555

ima.goodstudent@okstate.edu

Headers *can* include color and some design-elements, however these elements should be used sparingly.

JOHN BULLET, BA

John.bullet@okstate.edu
(405) 744-0000
LinkedIn: In/John-Bullet-OSU

ART N. SCIENCE

a.n.science@okstate.edu * (405) 744-0000

LinkedIn.com/Art-n-Science123 * Wordpress.com/Art-n-Science123

HEADER TIPS

Name:

- Should appear **Bold & LARGER** than your contact information and content. (Font Size: 18-28pt)
- Font does not need to match resume content, but should be a legible **print**-style font
 - No cursive or script-style fonts

Contact Info:

- Always include most-frequently checked and professional phone and email contact
- Consider LinkedIn info or other professional webpage (i.e. GitHub, Research Gate, Portfolio sites)
- Physical Mailing address can be included but not required
 - Physical address should be used to direct the reader's attention to physical location. For example, if applying for a job in a home state, including a permanent address can be beneficial.
- **ONLY ONE OF EACH TYPE OF CONTACT INFO SHOULD BE PROVIDED**

CHOOSING YOUR CONTENT



MAKE YOUR RESUME UNIQUE

- Develop categories that will highlight your relevant experiences and skills.
- Separate related or professional experiences from other work experience by creating new categories. Ex: Engineering Experience, Sales Experience, Business Experience, etc.

EDUCATION

- Only include completed degrees OR degrees in progress ordered by completion date.
- Be sure to include your full, formal degree name as it appears on your diploma.
- Only include cumulative **GPA if above 3.0**, major GPA's should not be included.
- Below is our suggested format for most degrees:

Bachelor of Science in Chemistry
Oklahoma State University - Stillwater, OK

Graduation: Month Year
GPA: 0.00

WORK EXPERIENCE

- List any work experience, internships, related volunteer and/or leadership experiences.
- List experiences with the most recent experience first.
- List the job title first. Look at the example resume to learn how to format your resume.
- List the most important, and most closely related, responsibilities first.
- Try to show achievements (promotions, increased productivity, met sales quota, etc...).

ACTIVITIES, HONORS, & LEADERSHIP

- Employers are interested in the skills you have developed, not necessarily whether or not you were paid. Focus your skills according to the industry, job, or career.
- Mention any offices held or committees on which you served.
- This section can help to distinguish you from other candidates.
- Showing your community involvement can also be help set you apart from others.

OTHER SECTIONS TO CONSIDER

Certifications	Scholarships & Awards	Research/Teaching Experience
Professional Orgs.	Campus Leadership	Shadowing Experience
Volunteer Work	Extracurricular Activities	Unrelated Work Experience

ATTRIBUTES EMPLOYERS LOOK FOR

Leaderships	Work Ethic	Presentation Skills
Teamwork Ability	Interpersonal Skills	Detail-Oriented
Communication Skills	Tech/Computer Skills	Civic Responsibility
Initiative	Organizational Abilities	Networking Ability

YOUR ROLE VS. YOUR VALUE

- A good resume serves as a 'sales pitch' for employers that **communicates the value you add to an organization**, not just a list of experiences/accomplishments.
- Instead of focusing on roles/activities attempt to communicate results and outcomes.
- Another way to think of this is the **purpose of an action**.
 - Action = Prepared Fast Food orders
 - Purpose = Provided positive customer service experience to dine-in guests

WRITING YOUR BULLET POINTS

Action-Focused Bullet Points

Marketing Intern

June 2020 - August 2021

XYZ Corporation

- Made PowerPoint presentation overviews for departments
- Called leads for area agents
- Attended seminars focusing on marketing functions and business operations
- Answered the Phone

Purpose-Focused Bullet Points

Marketing Intern

June 2020 - August 2021

XYZ Corporation

- Collaborated with each of 10 departments to create comprehensive overview presentations
- Cultivated approximately 180 leads per day by establishing rapport with potential clients through clear and thorough communication, professionalism, and excellent customer service
- Attended multiple professional seminars, networking with colleagues and experts, while gaining knowledge of marketing strategy, consumer behavior, and brand marketing

QUESTIONS TO ASK YOURSELF

As you develop your resume, it's important to think through your participation in jobs, organizations and leadership roles and articulate the value that each experience developed. Recognizing the **skills** you've developed through past experiences not only help you develop a stronger resume, but will also aid you in the interview.

- **What did I learn from this experience?**
- **What will I better be able to do in the future because of this experience?**
- **What Challenges did I face? What skills helped me overcome them?**
- **What abilities did I develop in this situation that will be valuable in my future career?**



ACTION VERBS



INTERPERSONAL SKILLS

Accommodated	Consulted	Guided	Negotiated	Requested
Advised	Contributed	Mediated	Personalized	Respected
Arranged	Cooperated	Moderates	Provided	Served
Assisted	Facilitated	Motivated	Related	Taught

LEADERSHIP SKILLS

Administered	Authorized	Directed	Oversaw	Selected
Appointed	Conducted	Encouraged	Recommended	Signed
Approved	Delegated	Led	Regulated	Sponsored
Assigned	Designated	Managed	Required	Supervised

HELPING SKILLS

Advocated	Clarified	Educated	Familiarized	Represented
Aided	Coached	Encouraged	Guided	Resolved
Assessed	Counseled	Expedited	Motivated	Supported
Assisted	Demonstrated	Facilitated	Referred	Volunteered

RESEARCH SKILLS

Collected	Evaluated	Identified	Reviewed	Applied
Compared	Examined	Interpreted	Solved	Maintained
Critiqued	Gathered	Investigated	Surveyed	Programmed
Diagnosed	Extracted	Researched	Tested	Utilized

CREATIVE SKILLS

Adapted	Created	Established	Investigated	Planned
Authored	Customized	Estimated	Modified	Proposed
Composed	Designed	Initiated	Performed	Revised
Conceptualized	Developed	Integrated	Planned	Studied

COMMUNICATION SKILLS

Addressed	Contacted	Explained	Presented	Represented
Advertised	Corresponded	Instructed	Promoted	Translated
Collaborated	Discussed	Lectured	Publicized	Tutored
Communicated	Edited	Negotiated	Recruited	Wrote

ORGANIZATION SKILLS

Analyzed	Coordinated	Prepared	Scheduled	Projected
Assembled	Organized	Recorded	Calculated	Reduced
Budgeted	Planned	Reorganized	Arranged	Computed

YOUR NAME

Phone · Email · Address (Optional) · LinkedIn or Webpage (Optional)

SUMMARY

- List at least 3-5 qualifications that are tailored to the job description or industry in which you're applying
- Example: Excellent communication and interpersonal skills with proven social media and marketing experience
- Example: Self-discipline displayed while working 30+ hours per week and managing 18 hours of course work
- Example: Recognized by management as top performer in small-market apparel company

EDUCATION

(Do not include high school)

Bachelor of Science in Strategic Communications

Graduation: December 2022

Oklahoma State University – Stillwater, Oklahoma

GPA: (if 3.0 or above)

- Minor in Marketing
- OSU Academic Scholar Award – Financed 25% of tuition

RELATED EXPERIENCE

(Mention only the most relevant experiences to the position you're applying for)

Work Title

Month Year – Month Year

Company/Organization – City, State

- Start with action verbs
- Use quantitative (numbers) information, if possible
- List 3-5 bullet points describing your role, responsibilities, outcomes, accomplishments, results, etc.

Lead Sales Associate

May 2020 – June 2021

The Place – Stillwater, Oklahoma

- Developed and maintained relationships with current and prospective customers
- Answered customer service questions and provided information to customers about products
- Recognized by management for 3 quarters as the top performer out of 50 sales associates
- Earned highest sales in the company for the month of September by selling \$15k worth of apparel
- Promoted from sales associate to team lead within first 4 months of hire, supervising 10 employees daily

Front Desk Attendant – OSU Residential Life

August 2019 – March 2020

- Start with action verbs
- Use quantitative (numbers) information, if possible
- List 3-5 bullet points describing your role, responsibilities, outcomes, accomplishments, results, etc.

CAMPUS ACTIVITIES

Marketing Club, **Treasurer**

August 2020 – Present

Marketing Club, **Member**

August 2019 – Present

Hispanic Student Organization, **Social Chair**

January 2019 – Present

- Organized student mixer for more than 400 students

ACHIEVEMENTS

President's Honor Roll

2020, 2021

Dean's Honor Roll

2019, 2020

References (do *not* include on the resume itself. Instead, make a separate page for references and include name, position, phone, email. Also, include the *same* header provided in your cover letter and resume.)

Sally Student

sally.student@okstate.edu · (405) 744-0000 · LinkedIn: in/sall.student1234

PROFILE

- Extensive experience creating student awareness events on topics related to mental health
- Proficient in maintaining confidential records using SPSS research software
- Trained to identify risk-factors related to suicide and sexual violence

EDUCATION

Bachelor of Science in Psychology

Oklahoma State University – Stillwater, OK

Expected: May 2022

GPA: 3.17

- OSU Academic Scholar Award – Financed 25% tuition
- Deans Honor Roll

SKILLS

Research

- Recorded qualitative data for 160 participants as part of graduate students' research of college-student drinking habits
- Conducted detailed literature review of CBT interventions for children
- Developed proficiency in SPSS as part of advanced statistical analysis courses

Leadership

- Mentored incoming psychology freshmen as part of 'Psychology Pals' program
- Tutored students in entry-level and advanced level statistics courses
- Co-led a student section of 'OSU LGBTQ+ Safe Zone' awareness training

Advocacy

- Created 1st annual 'Walk to Class in Her Shoes' sexual violence awareness event
- Assisted in raising over \$15,000 for LGBTQ+ youth education programs
- Completed 3 levels of Question, Persuade, Refer (QPR) suicide prevention trainings

CAMPUS ACTIVITIES

Social Media Chair, OSU Psychology Club

August 2021 – Present

Member

August 2019 – Present

- Designed fliers and social media posts for monthly meetings and events
- Developed unique style-guide and training manual for future social media chair

Member, Gamers of OSU

December 2020 – Present

- Attended weekly meetings, social events and recruited 7 new members
- Provided insight into the design of the OSU E-Sports Arena

COMMUNITY INVOLVEMENT

Wings of Hope Community Advocate – Stillwater, OK

October 2019 - Present

Our Daily Bread Food Bank Volunteer – Stillwater, OK

January 2020 – Present

Dennis R. Neill Equality Center Volunteer – Tulsa, OK

November 2020 – April 2021

- Volunteer Ally of the Month, April 2021

101 Campus Dr.
Stillwater, OK 74078

ART N. SCIENCE

(405) 123-4567
art.n.science@okstate.edu

SUMMARY

- Proficient programmer with experience using multiple programming languages and software
- Completed technical training in both academic and professional settings
- Experience working in groups and independently to troubleshoot, meet deadlines and complete projects

EDUCATION

Bachelor of Science in Computer Science with Honors
Oklahoma State University, Stillwater, OK

Anticipated: May 2019
GPA: 3.6

- Completed 12 credits during study abroad at the University of Sydney, Australia, Fall 2013

COMPUTER SKILLS

Languages: C/C++, VB, C#, JAVA, SQL, Python, Android programming

Website Design: HTML, FrontPage, Dreamweaver, Xara, Intuit, Flash, Photoshop, JSP

Database Software: SQL, MS-Access, Oracle Database 11g, Microsoft Access

Operating Systems: Windows Vista/7, ME, UNIX, Lunix, Mac OS X

RELATED EXPERIENCE

Intern/Software Engineer Contractor
ABB Totalflow, Bartlesville, OK

May 2016 – Aug. 2016

- Completed the Gate Model project management as part of intern summer team
- Attended Software Development Improvement Program training
- Innovated current console based application by developing an Android based phone application
- Ported C based protocol to Java

ACADEMIC PROJECTS

Multimedia Teaching Software

Jan. 2017 – May 2017

- Designed teaching software containing a practice exam system with a team of four students
- Incorporated group learning elements and independent study options by utilizing Authorware

Students Online Exam System

Oct. 2016 – Dec. 2016

- Contributed to the university's online project which provided an exam platform for professors
- Utilized SQL server and ASP to develop online exam system

System Processing Graph Formulation Software

Feb. 2016 – April 2016

- Created a program that processed graphs during software design phase
- Developed drawing portion for the program which included lines, rectangles and circles
- Demonstrated proficiencies with Visual Basic

CAMPUS INVOLVEMENT

OSU Google Developers Club | Oklahoma State University

Aug. 2017 – Present

- Facilitate meetings in order to organize the new club and make tentative plans by semester
- Participate in 3 student organization fairs to recruit interested students in the club

Association of Computing Machinery | Oklahoma State University

Aug. 2016 – Present

- Discuss developments in computers and technology.
- Attend lectures by leaders in computer science discussing relevant topics including Genetic Algorithms.

Gamers of OSU | Oklahoma State University

Jan. 2016 – Dec. 2016

- Cultivated skills as Office Webmaster for website (<http://www.orgs.okstate.edu/animesoc/>)
- Designed, implemented, updated and maintained the webpage

SHELBY SCHOLAR

SHELBY.SCHOLAR@OKSTATE.EDU

555.555.5555

LINKEDIN.COM/SHELBY_SCHOLAR_BS

Education

Bachelor of Science in Chemistry

Oklahoma State University, Stillwater OK

Graduation: May 2022

GPA: 3.53

- Minor: Philosophy

Research Experience

Student Lab Technician

Mohanty Lab

January 2021 – May 2021

- Focused on structure-function studies of proteins using high-resolution solution NMR, circular dichroism (CD) and fluorescence spectroscopy techniques

Work Experience

Team Lead

Orange Leaf

March 2020 – January 2021

Stillwater, OK

- Assisted customers with their food orders and questions
- Prepared the yogurt and maintained the toppings bar
- Delegated daily work responsibilities to team members
- Updated team member training manual and assisted in training new employees
- Resolved customer issues through effective communication and coupons

Campus Involvement

American Chemical Society

Oklahoma State University

January 2020 - Present

Stillwater, OK

- Student affiliates chapter that is devoted to encouraging people of all disciplines to become interested in chemistry and research

Alpha Epsilon Delta

Oklahoma State University

August 2020 – Present

Stillwater, OK

- Premedical honor society and service organization

Delta Nu Alpha (Biochemistry)

Oklahoma State University

January 2021 – Present

Stillwater, OK

- Networking and exploring the world of biochemistry

Community Involvement

Big Brothers Big Sisters of Oklahoma

Volunteer

May 2019 – December 2020

Tulsa, OK

Our Daily Bread Food & Resource Center

Volunteer

January 2021 – May 2021

Stillwater, Ok

PISTOL PETE

pistolpete@okstate.edu | (405) 744-0000 | 1234 Hall of Fame Ave. –Stillwater, OK
(This should match your resume and/or cover letter)

John Cowboy, PhD

Marketing Professor
Oklahoma State University
(405) 744-0000
john.cowboy@okstate.edu

Name of Reference

Position/Title

Company

Phone (office, unless given other preferred number)

E-mail Address

Supervisor Joe

Intern Coordinator
Energy Company
(405) 744-0000
j.supervisor@company.com

REFERENCE TIPS

- References should be included in a separate document, not on the resume (no need to include "references available upon request).
- **ALWAYS** contact your references before listing them as a professional reference.
- If possible provide email and phone contact info.
- 3-5 References are generally expected.

SAVING YOUR RESUME

- Save your final, error free resume as a .PDF to use for uploads or emails to avoid any changes in appearance, formatting or length.
- Save and store a word document in order to make future updates or additions.
- **Give your document a professional title such as "P. Pete, Resume"**