

# RESUMES



## AT A GLANCE...

- Use these tips to know how to format your single page resume.
- Outline and organize your education, experience, and skills correctly to help you stand out from the crowd.
- Place the most important information at the top third of your resume. Recruiters scan a resume in 7-10 seconds.

## CONTACT INFORMATION

Make sure your name is the biggest thing on the resume (but don't take up too much room; if anything, go ahead and make the font of your name at least two-four point bigger than the biggest font on your resume). Usually you put your contact info below your name, such as your email address, LinkedIn account, phone number, and address (list your city and state).

### JANE DOE

801-123-4567 | janemarietoe@byu.edu | City, State | linkedin.com/jane-marie-doe

## EDUCATION

This is where your college career needs to shine! Be clear as to whether the degree you're pursuing is a Bachelor of Arts or Sciences, and include any minor(s) or emphasis your degree entails. Then, in bullet points below, list activities or classwork that show you at your academic best, such as: GPA (check with your Career Director on stipulations for your GPA), scholarships received, applicable clubs or organizations, relevant coursework (put the full name separating courses with commas), applicable certifications you've received (CPR, AED, language certificate, etc.), and any relevant skills (SQL, C++, French, Spanish, etc.).

Note: When listing any type of language or computer language proficiency on a resume, you can use qualifying words like "proficient, intermediate, or beginning" to accurately state your level of comfort with the skill.

### **Bachelor of Arts: Communications, Emphasis in journalism**

Brigham Young University

- GPA 3.5
- BYUSA Member

Relevant Course Work: Creative Writing, Sports Media, News Reporting

# EXPERIENCE

## WORK EXPERIENCE

List your professional experience in order from most recent to least recent and put the most important things closer to the top. To learn how to write effective, powerful bullets, take a look at our [Bullet Points Handout](#).

## VOLUNTEER EXPERIENCE

Some of your relevant experience will not be through work, so you can also include volunteer experiences you have had. If you want to include church service as relevant experience on your resume, check out our [Church Services Handout](#).

## OTHER EXPERIENCE

The experience on your resume doesn't have to be just work experience or volunteer experience. You can include several different things including class work or class projects, research, personal projects, publications, and more! Meet with a [Career Mentor](#) to decide which sections would best represent you on your resume.

### Early Morning Custodian

August 2018 - Current

Clyde Building (BYU)

Provo, UT

- Implemented a new schedule of duties and procedures after team relocation, doubling the amount of area covered each shift
- Trained 5 employees on the current schedule and protocol for the new location
- Collaborated with 4 other team members to set up 150+ chairs and 15+ tables for weekly events in under an hour

## SKILLS, INTERESTS, ACCOMPLISHMENTS, ABILITIES, ETC.

List your hard skills (the ones that you can prove and can be quantifiable), not your soft skills (ex. good leader, compassionate, etc.). Be as specific as possible.

### POOR EXAMPLE

- Fast Learner

### QUALITY EXAMPLE

"Implemented newfound knowledge of C++ into new projects within two weeks"

Try out our online resume tool, VMOCK: [vmock.com/BYU](http://vmock.com/BYU)