

RESUMES

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At A Glance

- 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 space; make the font of your name at least two-to-four points bigger than the biggest font on your resume). Usually, you put your contact info below your name, such as your email address, customized LinkedIn URL, phone number, and address (list city and state).

Jane Doe

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

Order: Arrange your resume sections with the most relevant at the top of the page.

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, use qualifying words like "proficient, intermediate, or beginning" to accurately state your level of comfort with the skill.

BA: Communications, Emphasis in Journalism

April 2024, Provo, UT

Brigham Young University

- GPA 3.5
- BYUSA Member
- Relevant course work: Creative Writing, Sports Media, News Reporting

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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 employment, so you can also include volunteer experiences. If you want to include church service as relevant experience on your resume, showcase transferrable skills and accomplishments. Avoid religious examples (see our Church Service handout for more details).

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 Clyde Building (BYU)

August 2022 - Present
Provo, UT

- Implemented new schedule of duties and procedures after team relocation, doubling the amount of area covered each shift
- Trained 5 employees on current schedule and protocol for the new location, increasing efficiency
- 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

List your hard skills (which are provable and 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 2 weeks

Tips:

Try out our online resume tool VMOCK: vmock.com/BYU