



Resumé Tip Sheet

It seems as if everyone has an opinion about resumé formatting. The truth is that one source may recommended one thing, while another may recommend something entirely different. It's easy to get confused. Remember, it's all about marketing yourself. According to our jobs partner, [Handshake](#), employers glance at a resumé for an average of **6 seconds**. While that is out of your control, many agree that the following tips are more likely than not to help you score that job.

Getting Started:

- **Recognize Your Adaptable Skills:** It's hard to get experience when you don't have any experience. Many employers are understanding about that, while others are looking for specific past experience. However, you may have more skills than you realize. For example, if you want to work in marketing and were involved in a school club that sent email campaigns, wrote newsletters, or posted on social media, great! You've done marketing, and you can show that on your resumé.
- **Customize Your Resumé:** Every role is unique, so it's recommended to customize your resumé to fit the internship or job. It's okay to have multiple versions of your resumé. In fact, it's recommended. For example, you may have experience working in multiple fields such as journalism and information technology. Create separate resúmes that highlight your experience in those specific fields. To save time when applying for many different kinds of jobs, create a simple resumé and adjust it for a job field or position. Make adjustments for specific applications. While it may seem like a lot of extra work, it will likely pay off.

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- **Prepare a Cover Letter:** This is a tricky one. Today, cover letters may not have as much impact as they did in the past. However, some companies still favor them. They are common for jobs in government and higher education. Most applications indicate whether a cover letter is required or not. While it's ultimately up to you whether you include one, we recommend creating one to have at the ready just in case.

What to Include on Your Resumé:

- **Personal Information:** Name, email, and phone number. Physical address optional.
- **Summary of Qualifications:** The summary should showcase your value as a candidate. Highlight your achievements and the impact you've had in your previous roles. For example, you could say "I increased customer satisfaction by 50% by implementing a new customer service process." Identify four or five of your greatest skills. The skills should directly relate to the role, or at least demonstrate adaptability for the role.
- **Employment History:** List the name of company, dates of employment, and job/ internship title. Include details about the job/internship in bulleted format. Use action verbs and use correct verb tense. Quantify (use numbers) if possible—hiring managers love measurable, objective facts!
- **Education:** List your expected semester of graduation, not how long you have attended. For example, write "Spring 2025," not "2023-2025." Don't include your GPA if it's under 3.0. Use "Arkansas State University-Beebe," not "ASU-Beebe." List the official name of your degree or certificate correctly.
- **Skills:** Computer, bilingual, repair, etc. Make sure the skills match the role.
- **Honors and Activities:** List academic, student, and professional clubs & organizations. Highlight leadership positions if possible.

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Elevate Your Resumé:

- **Portfolio Link:** Resumés are conventional, but an online portfolio will let you shine. Portfolios can include graphic design work, artwork, code, creative examples, or anything else that shows your commitment to the field you're applying for. If you don't already have a portfolio, create one!
- **Keywords:** Employers may utilize an applicant tracking system (ATS), digital filing software that streamlines candidate communication and collects information. However, a real person typically scans your resumé for important keywords.
- **Length:** If you can fit everything into one page, that is ideal. However, if you have a lot of employment or volunteer experience, do not be afraid to have more than one page if you feel it is relevant to the role you are seeking.
- **Formatting:** Using bold fonts for things like section headers and employer names are usually recommended. In addition, use bullet points instead of long sentences. Stick to the traditional fonts of Times New Roman, Arial, or Calibri unless you are applying for a creative design role. Even then, use caution. Use a font size between 10 and 12 point. Be conservative with color. If you do include color, use it sparingly.
- **Editing:** Check your resumé for spelling, grammar, and spacing issues. In addition to built-in spelling and grammar features, software such as Grammarly can prove useful. Some recommend artificial intelligence programs such as ChatGPT as well.
- **Second Opinion:** Reach out to friends, staff, and others for feedback on your resumé. [Schedule an appointment](#) with the Career Placement Coordinator for a personalized review of your resumé, cover letter, portfolio, and more!

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Things to Avoid:

- **Objective statements:** Objectives were more important in the past. Unless you're pivoting career tracks and need to explain why, these statements take up valuable space and don't tell hiring managers much.
- **Creative elements:** Resumés with unconventional design elements might look cool, but they may prevent you from sharing as much information and might even hinder ATS systems from parsing your resumé, which can block you from being seen.
- **Ineffective formatting:** Remember the 6-second rule! You have to make it easy for employers to get what you are trying to tell them. Avoid ineffective formatting by constructing your resumé with a concise breakdown of the most relevant information. Work and internship experience should come first, followed by your education.

Questions?

Contact Career Services

501-207-6202

careerservices@asub.edu

Firstname Lastname
They/Them/She/Her
email@email.edu | 555-555-5555

Education

Boston University, College of Arts and Sciences, Boston, MA
Bachelor of Arts in Area of Study
Minor in Area of Study
Cumulative GPA:

Expected May 2022

Research Experience

Example employer, Location – *Role title*

June 2020 – Present

- Manage an independent project studying X, Y, and Z
- Analyze the impact of 1, 2, and 3
- Execute A, B, and C
- Maintain detailed records of experiments and communicate findings at biweekly lab meetings

Example employer, Location – *Role title*

June 2021 – August 2021

- Developed a project with the goal of ____
- Acquired skills in ____
- Presented an oral presentation at ____
- Strengthened written communication skills by writing an abstract, interim reports, and a final paper

Example employer, Location – *Role title*

June 2019 – August 2019

- Studied 1, 2, and 3
- Performed and utilized A, B, and C
- Collaborated with ____ to assist with ____
- Trained through participation in X, Y, and Z

Work Experience

Example employer, Location – *Role title*

September 2019 – Present

- Assist chemistry department staff and faculty with departmental and academic projects in a timely manner
- Provide excellent service to students and comprehensively answer questions regarding the department
- Organize and maintain paperwork, inventory spreadsheets, physical and electronic mail, and calendars events

Leadership Experience

Society or Organization, Location – *Role*

October 2019 – Present

- Plan, organize, and lead ____
- Mentor ____
- Coordinate ____

Society or Organization, Location – *Role*

February 2020 – May 2021

- Empowered ____
- Engaged and connected with ____
- Received ____

Honors & Awards

- Award
- Honor
- Award
- Honor
- Award
- Honor

Skills and Training

Research: Biosafety Level 1 & 2 Training and Chemical Safety Training; cell culture, transformations, PCR, SDS-PAGE, Western blots, immunohistochemistry, DNA/RNA isolation, and confocal fluorescence microscopy
Computer: Microsoft Office Excel, Word, and PowerPoint; ImageJ; Zoom; WordPress; ChemDraw; PyMOL

Vanna Vanguard

501-207-6200 • Beebe, AR • professionalemiladdress@email.com

SUMMARY OF QUALIFICATIONS

- Insert your best skill that relates to the job/description here.
- Make sure each skill is highlighted in the Experience section below.
- Make sure you can give examples of how you used these skills in your interview.

EDUCATION

Arkansas State University-Beebe

Expected December 2025

Use the official name of your credential here

- GPA: 3.8/4.0 (Use GPA only if above a 3.0)
- President, Psychology Club

EXPERIENCE

Your Position Title

2023 - Present

Name of Organization, City, ST

- Begin each bullet point with an action verb in the correct verb tense.
- Where possible, quantify your accomplishments by showing how you contributed to the organization's growth, etc., and demonstrate your key accomplishments.
- Whenever possible, use the same language found in the job/position announcement to improve visibility.

Assistant Race Director

November 2021 – December 2022

Arkansas 5K Run, Little Rock, AR

- Planned events that drew 1,000+ participants and raised \$30,000 annually for a local nonprofit educational foundation.
- Directed the complete registration process prior to and on the day of the event, including creating a computer database and coordinating the efforts of 30 volunteers.
- Updated and maintained the website.

Sales Representative

June 2019 – November 2021

Best Alarms of America, Beebe, AR

- Sold residential and business alarm systems through outside sales to generate annual revenue of more than \$150,000 in a four-county area.
- Led a team of 20 sales consultants who shattered their sales goals and made the Beebe sales area one of the nation's top-performing.
- Awarded "Sales Representative of the Year" in 2020 for new client contracts and home alarm system installations.

SKILLS

- Only list the skills that are relevant to the job and listed in the job description
- Do not list generic skills like "communication" or "customer service"
- These need to be hard skills that are unique to the position

VOLUNTEERISM

- Name of Organization, City, ST
- List only the most recent

June 2018 - July 2018

VAN VANGUARD

CONTACT

Phone

(501) 882-8860

Email

vanvanguard@asub.edu

Location

Beebe, AR

Website

asub.edu

SUMMARY

Compassionate healthcare professional with over 2 years of experience providing high-quality patient care. Skilled at patient assessment, record administration, and patient feedback & retention. Strong communication and interpersonal skills with the ability to build rapport with patients and their families.

EDUCATION

Associate of Science, Health Sciences

Arkansas State University-Beebe, Searcy, AR • May 2025

Health Sciences Certificate

Arkansas State University-Beebe, Searcy, AR • May 2024

EXPERIENCE

Health Intern

Unity Health, Searcy, AR • October 2024 – Present

- Checked patients into the clinic
- Assisted nurses with preparing patient rooms
- Developed a new patient feedback system that grew retention by 25%

Volunteer

Searcy Animal Rescue, Searcy, AR • January 2023 – October 2024

- Processed paperwork for new pet adoptions
- Assisted vets with restraining animals
- Recognized as Volunteer of the Year for 2023

SKILLS

- White-glove customer service
- Empathetic patient care
- Extensive patient record management