YOUR NAME

Address | email | phone number | linkedin profile url link or online portfolio link

EDUCATION

Masters/Bachelors of Arts/Science _____, Ithaca College, Ithaca, NY

(Anticipated) May 2025
NOTE: Date of graduation

Minors/Majors/Concertation/emphasis: _____, _____

GPA: Include if above 3.0 or if job requires you to include it

Other Colleges attended, Certifications, Relevant Coursework/Projects, Honors:

NOTE: Make sure to include dates and names of classes/organizations for each when needed! Class project work can also be included as an experience if you think it is relevant and if you don't have other experiences yet!

(INTEREST SPECIFIC) EXPERIENCE   NOTE: Order of experience from most recent —> previous

EXAMPLES: Lab experience, Accounting experience, Teaching experience

Job Title, Organization Name, City, State   Aug 2024-Present

- Starting action verb using PRESENT tense (Examples: Design, Organize, Consult, Advise, etc)
- NOTE: Do not use periods in your brief descriptions and make sure to use a variety of action verbs in each experience

Job Title, Organization Name, City, State   June 2023– Sept 2023

- PAST tense action verb (you can look up a list of verbs on google if your stuck!)
- NOTE: Quantify your job duties when possible (examples such as number of students you taught, 10% of increased attendance, etc.)

Job Title, Organization Name, City, State   July 2021-Feb 2022

- PAST tense action verb (Examples: Corresponded, Helped, Generated, Increased, etc.)
- NOTE: Generally have about 3-4 bullets for each experience

SKILLS

Language(s): include level (beginner, intermediate, expert)

(Interest Specific) Hard Skills: Examples such as: CPR, Coding, Adobe suites, Google suites, Microsoft suites, etc. and level of expertise

VOLUNTEERING/CLUBS/EXTRACURRICULARS/OTHER

Title of position, Organization Name, City, State   Month, Year-Month, Year

- NOTE: This can include sport teams (captain, SAAC, Leadership Academy, etc) in college, other outside involvement and leadership roles you are in. Generally can be summarized using only 1 or 2 bullets.

ITHACA COLLEGE
Office of Career Services

RESUME WRITING TIPS

- Resumes are unique to each individual! Everyone has different experiences and interests, so when making your resume make sure to include that!. Also, make sure your resume is easy to read and includes the most recent and relevant information. Check out our resume examples to see how every resume is unique!

- **Do not use templates!** They are easy to recognize and you want your resume to look different from the other applicants.

- **Consistent layout!** Make sure all margins, spacing, font sizes, format/setup is consistent and you use only 1-2 fonts. If you use two fonts make sure it's used for titles or if you use one font, make sure its identifiable as a title with either a different color, size or in bold. Also all fonts used should be Sans Serif.

- **Do not include personal info!** This includes your birth date, social security number, height, weight, martial status, picture of yourself (unless it is for acting/theater), etc.

- It is recommended when creating a resume that you use Microsoft Word or Publisher since it is easier to create/edit a document using these programs. If you wish to make it more unique in styling, try using Canva which has a free account and is easy to use. Make sure to save your resumes as a PDF so it easy to send and view for an employer. It is also a good idea to save all your resumes you make in case you ever need to look back at it or make edits.

- **Resumes are only 1 page!** This pertains to undergraduates but can be two pages sometimes with science/medical fields of practice but generally your resume will grow longer after you graduate and gain more experience. Make sure to fill out as much of the page as possible and not have any large empty spaces on the page. If you are applying to graduate school, check out our CV guide on our website under "Graduate School" for more information!

- **Do not use personal pronouns!** When writing your descriptions for your experiences you do not want to use I, me, she, her, his, him, they, them, etc.

- **Do not include high school information!** Such as education, awards, sports teams, etc. after sophomore year since it would be out of date and most employers only want to know your college experience. The only exception is if an award or job was prestigious and relates to a position you are applying for.

- **Do not use sentences in resume.** Your resume is short and sweet stating facts about yourself that makes it easy for an employer to read. So this means no periods within your short descriptions. Bullets are great to use when summarizing your experiences!

- Make sure to spell out all acronyms used for an organization or program. For example, the on-campus student club SCNO (Students Consulting for Nonprofit Organizations).

- Relevant coursework is optional and only are really used if it is relevant to the position you are applying for or to help fill in the page of your resume. Generally list 3-6 courses and do not include intro courses or course codes.

- Expect to have several different versions of your resume when you are applying for different positions. One size doesn't fit all in most cases when you are applying. It might be a good idea to have a **Master Resume** which includes all your experiences. This way you can copy and paste relevant work you have done for any new resumes you make in the future.

- Make sure to come into Career Services and make an appointment with a PCA to have your resume reviewed before sending it to an employer.

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