

Resume Tips for College Students

Heading:

- Your name should stand out.
- Include your email address, phone number and city and state (a physical or mailing address is not necessary).

Education Section:

- List official degree name. Include minors and concentrations.
- Name of the institution, including city/state. Also include month/year degree is earned/anticipated.
- Do not include high school information.

Experience Section:

- Include a minimum of two experiences.
- You can include internships, volunteer positions and student athlete experience in this section.
- List positions in reverse chronological order.
- List job title, company, city and state, and dates worked (month year – month year or month year-present).
- Include at least three bulleted skill descriptions for each experience.
- Make sure bulleted lists under each position begin with an action verb and give detailed information about what you did (do not include phrases like responsibilities/duties include).

Skills Section:

- Skills need to be relevant and proven through experiences.
- Examples of skills include specific computer software/applications, additional technical skills, trainings/certifications, etc.
- Do not use personality traits like Hard Worker or Good listener.
- Good examples are things like Leadership, Communication, Group Facilitation, Microsoft Office. Anything you list on skills must be able to be proved by info on your resume.

Additional Sections

- You can create additional sections based on your experience. Possible sections include: Activities (which include Greek organizations, campus clubs, professional organizations, etc.), Honors, and Certifications.
- Be sure to list organization name, city and state, dates (month year – month year) and any leadership or special project work.

Formatting

- One page is ideal for college students and new professionals.
- Make sure formatting is consistent. Ex: If you abbreviate Louisiana as LA use that format. throughout. Take advantage of both sides of the page.
- Be consistent with organization, font, spacing. Highlight key information with bolding, italics, and bullets.
- Section order (Education, experience, skills...).
- List information in reverse chronological order (most recent first).
- No personal pronouns. Proofread for spelling and grammar errors.
- Do not abbreviate anything unless it is a well-known term. For example, you can abbreviate things like FBI or NASA but you should spell out student organizations, fraternities, sororities, honor societies, etc.

Visit our Resources Page on Handshake for more Resume Resources