

Keep your contact information at the top of your resume!

Professional Summary / Objective:

- Use a professional summary when you have years of experience in your field and you can highlight your skills or qualifications
- Use an objective if you are newer to your field or are changing careers and you want to communicate your career goals

Make sure you have headings to label each section of your resume!

Education:

Name of School / University, Location

Graduation date or expected graduation date

Degree:

GPA: #

Notice how this text (dates) is right-aligned. This helps give the resume a more professional look!

Work Experience:

Job title, Employer, Location

Start (Month, Year) - End (Month, Year)

- Achievement (or accomplishment) statement: Bulleted statement that highlights what you achieved or your impact in a certain role / position
- Make sure to include two to three achievement statements per job / experience!

How to write an achievement statement:

Verb (past tense) + what you did or with whom (try to use numbers) + how many + results

My example: Volunteered with two community organizations to provide groceries and other necessities to 500 families who were impacted by the E3 tornado in North East Wisconsin

Job title, Employer, Location

Start (Month, Year) - End (Month, Year)

- Achievement statement
- Achievement statement
- Achievement statement

More space to practice writing achievement statements is on the back!

Skills:

- Skills can often be grouped into categories, such as “technical” or “language” skills
- Example language skills: conversational in Spanish
- Example technical skills (productivity software): Google Suite, Microsoft Suite

More practice!:

Verb (past tense): _____ +

What you did or with whom: _____ +

How many: _____ +

The results: _____.

Now, put it all together!:

Another example:

Verb (past tense): Led +

What you did or with whom: two resume building workshops in partnership with Fond du Lac Literacy +

How many: to assist 15 clients in learning +

The results: how to improve their resume writing skills.

- Led two resume building workshops in partnership with Fond du Lac Literacy to assist 15 clients in learning how to improve their resume writing skills.

Other useful resume writing tips:

- Try to utilize wordage from the job description / posting that you are applying for in your achievement bullets or resume objective / summary - if it's relevant to you!
- Check for correct spelling and grammar - have someone you trust read your resume!