

Resume Formatting Overview



This sample resume is an example for most students.

You won't likely have experiences for each of these categories, but the point is to show what could be included.

If a particular section does not apply to you, delete it.

Name font size 16 or 18

Your Name

Use an email address you check regularly

Cleveland, Ohio 44444 | 216-444-5555 | sresume@gmail.com | www.linkedin.com/in/name

List Tri-C or most recent school at the top
Take off high school

QUALIFICATIONS

motivation focused business student, with 5+ years of hands-on work and internship experience. Proven capability to analyze data and increase outcomes. Practiced in customer service and utilizing sales strategies. Quick learner who demonstrates reliability and collaboration in small to large scale team environments and is also self-driven with a strong independent work ethic. Consistently takes initiative and seeks out cross-training opportunities to add to productivity.

EDUCATION

Cuyahoga Community College | Highland Hills, Ohio
Pursuing Associate of Applied Business
Major: Business Management

Anticipated Graduation: Fall 2024

GPA: 3.4

Dean's List: Spring 2022 – Spring 2023

Relevant Coursework: Financial Accounting, Business Communications, Principles of Marketing, Human Resources

Document font size 10-12

TECHNICAL SKILLS

Virtual Meeting Platforms: Zoom, WebEx, Microsoft Teams
Visual Design Programs: Visual Studios, Adobe Photoshop, Canva
Social Media Administration: LinkedIn, Instagram, TikTok, Facebook, Twitter
Google Platforms: Docs, Sheets, Slides, Forms
Microsoft Office: Word, PowerPoint, and basic Excel

Use bullet points to describe your experiences

French – Beginner

BUSINESS MANAGEMENT PROJECT EXPERIENCE

Cuyahoga Community College | Westlake, Ohio

Managerial Accounting, Budget Creation

August 2022 – December 2022

- Created yearly budget for a team of 20 employees, effectively balancing budget through scenario of 15% reduction, drafting professional memos to deliver news, and utilizing problem solving and creativity to redistribute workflow
- Evaluated 3 client profiles, analyzing spending and cost flow to determine areas of overspending, created a 5-step plan to better utilize funding and delivered presentation highlighting solutions to 25 peers and faculty

MARKETING EXPERIENCE

Marketing | Cleveland, Ohio

May 2021 – August 2021

Marketing and Sales Intern

Increased college student demographic usage for TikTok by 15% over 5 weeks' time, hosting weekly intern takeovers, highlighting the benefits of being a young professional at the organization
Created and facilitated a fundraiser, company-wide, to support a local family in need, applying sales strategies to gather donation from across the community and sold raffle tickets to employees and friends, raising over \$1,500

Use this format to show multiple positions or promotions within the same company

WORK EXPERIENCE

Giant Eagle Market District | Avon, Ohio

August 2018

Cashier (July 2019 – Present)

- Integrate attention to detail to efficiently process payments of up to \$500 per sale, balancing drawer and ensuring minimal profit loss and smooth transition for next shift
- Utilize professional communication and multi-tasking skills when interacting with up to 100 customers per day, providing welcoming conversation while simultaneously processing check-out

Bagger (August 2018 – July 2019)

- Demonstrated effective time management when collaborating with 3 cashiers to expedite customer check-out process, assisting approximately 60 customers an hour, providing a positive guest experience

Include start month and year - end month and year (or Present if still employed)

LEADERSHIP EXPERIENCE & CAMPUS INVOLVEMENT

Cuyahoga Community College | Westlake, Ohio

Vice President, Japanese Culture Club

Member, American Sign Language Club

Member, Cybersecurity Club

Fall 2023

Spring 2020 – Spring 2022

Fall 2019 – Fall 2020

VOLUNTEER EXPERIENCE

Dog Walker, City Dogs Cleveland | Cleveland, Ohio

Donation Processor, City Mission | Akron, Ohio

May 2019 – Present

November 2019

Resume Writing Checklist

Content



The following information is a guide to help you build your resume and highlight your professional experiences (you likely have more than you realize). Keep in mind: all resumes should not be exactly the same (it's an art, not a science), and it's important to make sure your personality, skills and experience are reflected, but in a professional way.

Heading/Contact Info

- Name – largest font on the page. 16-18 font, bold, at the top
- Address – using just city, state, and zip code keep your personal information safe, but you may use your full address if you prefer
- Phone number – regularly checked phone number with professional voicemail message set-up
- Email – regularly checked, professional email address (Tri-C or personal)
- Website – link to up-to-date LinkedIn, portfolio, or website with *professional content*

Summary of Qualifications (optional) - focus on what you can offer the company/organization (replaces the objective)

- Tailor the name of the summary and the content to the specific type of job you are seeking
- 3-4 sentences maximum, written in paragraph form
- Don't use personal pronoun statements (I, my, we, they, etc.)
- Include occupational focus, hard skills, soft skills, and special characteristics.

Education

- List current college (Cuyahoga Community College)
- Correct name of degree you are pursuing (i.e. Associate of Applied Science) and major/focus area (i.e. Nursing)
 - Login to your My Tri-C Space and view your "student profile" to find this information
- Semester and year of graduation or Expected Graduation: (Semester Year)
- Include GPA if 3.0 or higher (or list if it is at or above the requirement of the job description)
- List relevant coursework that directly relates to the job (up to 6)
- Add any additional past degrees below
- Do not include high school (few exceptions: you are in high school, you just graduated and have no work experience, or you completed a vocational or career program related to the position)

Employment History

- List current or most recent first, and work back in time (reverse chronological order)
- Company or organization, location (city, state)
- Include start month and year – end month and year (or present if still employed)
- Position or title
- Use bullet points to describe your experiences applying the following formula: *Action verb + Skill (quantified) + Task + Impact*
- Use strong action verbs to describe your experiences (supervised, oversaw, designed, etc.) - [Check out this list](#) of verbs
- Don't use personal pronoun statements (I, my, we, they, etc.), and avoid abbreviations, jargon and incomplete sentences
- Avoid passive phrases such as "responsible for" and "duties included"
- Provide specific/quantifying information (numbers, dollars, percentages) where possible
- Verb tense – use past tense verbs for all past positions; use present tense verbs for current positions

Additional Sections (if they apply)

- Technical skills – include programs and software in which you have moderate to high ability
- Certifications / Licensures – include dates received or expiration dates
- Language skills (beyond English) – if you can utilize additional languages in a professional setting describe each as, *Native or Bilingual Proficiency, Full Professional Proficiency, Professional Working Proficiency, or Limited Working Proficiency*
- Training and Professional Development
- Memberships / Associations
- Military Service
- Award and Honors
- Projects or Presentation Experience
- Leadership / Campus Involvement (student government, clubs, athletics, on-campus organizations)
- Volunteer or Community Service Experience
- Do not include high school awards or experiences (few exceptions: you are in high school, you just graduated and have no work experience, or you accomplished something very exceptional in high school)

Resume Writing Checklist

Formatting



Your resume should contain honest and accurate information and be free of personal data such as age, date of birth, race, sex, sexual orientation, marital status, religion, political affiliations, and photos.

Appearance/Format

- Margins should be 1 inch - .5 inches – *no smaller!*
- Use bold, italics, capitalization, and spacing **consistently throughout the document**
- Font style – Use only one easy-to-read font style. Recommendations: Arial, Calibri, Georgia
- Font size – 10, 11, or 12 pt. for body, 16-18 pt. for name
- List all current and most relevant information **at the top of each section**. Yes, still keep the information reversed chronological, but be sure the strongest bullet points, and most relevant education / experiences related to the position are clearly highlighted
- Keep your resume to 1 page unless you have 5+ years of professional experience or are applying to a Master's program
- Have your resume proofread by one or two people who have expertise in writing resumes or who make hiring decisions within your career field (i.e. a Career Center staff member, faculty advisor, company Human Resources representative)

Keywords

- Use keywords related to your career field. Keywords can be nouns or phrases that highlight your distinctive technical and professional areas of expertise and can include industry-related jargon (i.e. Curriculum Development for a teacher).
- Do not use keywords that are vague or over-used phrases (i.e. Multi-tasker).
 - Need help figuring out what words to use? Review 3-5 job descriptions from the field and identify commonalities
 - Utilize O*net Online – search by occupation or industry area: <https://www.onetonline.org/>

Grammar/Spelling

- PROOFREAD** carefully so that your resume contains NO typos or misspellings. Don't rely on spellcheck alone - double check all items underlined
- Use language that is descriptive, clear, and organized
- Ensure states are either abbreviated or fully spelled out **consistently throughout the document**
- You are NOT trying to make complete sentences – fragments are okay
- Use bold, italics, capitalization, and spacing **consistently throughout the document**

Submitting/Saving

- For electronic submission of your resume, submit a PDF document – this keeps all formatting accurate no matter the employer's application system
- Save your resume electronically to the cloud or on a USB drive, and email it to yourself for easy access and online submission
- When saving your resume include your name, save as "First and Last Name Resume" and leave out version numbers

References

- References should be a separate document and the heading/contact information that is identical to your resume
- Remove "References available upon request" from your resume

Career Center staff will review your resume with you. Schedule a one-on-one coaching appointment through Handshake, attend a live Career Center workshop, and/or view our [on-demand Resumes That Get Results workshop](#).

How to Schedule an Appointment on Handshake

- ▶ Visit tri-c.joinhandshake.com and login with your Tri-C S# and password
- ▶ Click on **Career Center** in the top-right of the screen
- ▶ Click on **Appointments** and then **Schedule a New Appointment**
- ▶ Choose **Resume Development and Review**
- ▶ Select your **campus**
- ▶ Select the **date and time** that works for you
- ▶ Click **Request**

Career Center's Resource Library: <https://www.tri-c.edu/career-services/student-career-services/career-center-library/index.html>

Career Center's On-Demand Workshops: <https://www.tri-c.edu/career-services/student-career-services/workshop-descriptions.html>