Résumé Guide:
Formatting Suggestions

Below are some of the most commonly seen categories found on résumés of college students. Choose the categories that fit your experiences and go from there.

Order of categories: Your name block always comes first. Generally, Education comes next, unless you are using an objective or summary of skills. In that case, Education would come after.

Style: An eye-catching, readable résumé has some elements of style. Career Services is here to help you with style. Remember that whatever you choose, you need to be consistent throughout your document.

Reverse chronological order: In each category, list your entries from most recent to least recent.

Tense: Use present tense for work you are doing now, and past tense for work you have done.

AVOID: Templates; fonts in colors other than black; italics (unless needed to properly cite a scientific name or a publication); changing fonts; hard to read fonts like script (stick to easy, professional fonts); having all of your text line up either in the middle or to one side of the page; writing in full sentences (no periods at the end of your entries)

NAME BLOCK

- Typically, the name block is centered or right-aligned on the page.
- Your name should be the largest size font on your résumé; size 14-16 point font works well. **NOTE**: The rest of your font should be no smaller than size 11.
- It is ok to put your address on one line and your email and phone number on their own line – this conserves space as long as it is neatly done. **NOTE:** You are not required to put your physical address on your resume. You can skip it, or just put the city and state.
- A box around your name block or some sort of line directly below your name block helps it stand out and separates it from your other categories.
- If you have a LinkedIn profile, blog, e-portfolio, or website that is current and consistently updated, include it in your name block.

OBJECTIVE/SUMMARY OF SKILLS

- Objective: Do not include this section - Employers say the Objective is obsolete unless it is specific, meaningful, and completely unique. You are better served by putting your education directly after your Name Block.
- Summary of Skills: Along the same lines of the objective, this section is only effective if you are writing about specific, quantified, easily demonstrable skills that are backed up by your experience. Otherwise, address them in your cover letter and interview.

EDUCATION

- You don't need to include your high school unless you are frequently referring to experiences during your time in high school.
- If you have transferred, gone to another school of higher education, or have other degrees, you should list them using one of the formatting options below. **NOTE:** You don't need to list your graduation date for prior schools.
- List your GPA if it is required in your field or by the job announcement, no matter what. Otherwise, only include it if you have a 3.0 or higher. Make sure you list as such: 3.0/4.0
- If you did any Study Away or exchanges, list that in your education section using one of the formats below.

There are 2 ways to format your Education section. How you do this depends mostly on space.

If conserving space is not a concern for you, use this format:

Bachelor of Science		Expected Graduation: May 2018
Major: Biology	Minor/Concentration: Fishery Sciences	GPA: 3.2/4.0
University of Wisconsin-Superior		Superior, WI

If conserving space IS a concern for you, use this format:

B.S. University of Wisconsin-Superior; Superior, WI		Expected Graduation: May 2018
Major: Biology	Minor/Concentration: Fishery Sciences	GPA: 3.2/4.0

WORK EXPERIENCE or PROFESSIONAL EXPERIENCE or RELEVANT EXPERIENCE

- Include anything work did for at least 5 hrs/week for at least 6 weeks, whether it was paid or volunteer. If you dropped everything and volunteered for a month, it goes here.
- Only go back 10 years, and only include relevant experience.
- Format:

Title; Name of employer; City, state   Dates
  - Duties: List your duties in a bulleted list, with each entry beginning with a power verb. Try for 2-3 bullets/entry.
- Example

Fisheries Intern; Whittlesey Creek National Wildlife Refuge: US Fish and Wildlife Service; Ashland, WI   **5/17-9/17**
  - Sampled local estuary for fish populations using mark-recapture, seining, and electroshock methods
  - Accurately entered over 5,000 records into fisheries database
  - Performed public outreach regarding Great Lakes invasive species to 200-400 people each weekend

CAMPUS AND COMMUNITY INVOLVEMENT

- Include your role, name of the organization and dates
- Format examples:

President, American Fisheries Society Chapter, University of Wisconsin-Superior	2016-present
Goalie, Women's DIII Intercollegiate Hockey, University of Wisconsin-Superior	2015-present
Race Day Volunteer, Run For Heroes, UWS Veterans and Nontraditional Student Center	Fall 2015

SPECIALIZED SKILLS

DON'T

- Don't put soft skills here (communication, problem solving, organized, etc.) These are best leveraged within your work experience, cover letter, and interview.
- Unless a job announcement specifically mentions it, don't list basic Microsoft Office software.

DO

- List proficiency levels for all entries in your Specialized Skills category (proficient, fluent, basic, intermediate, advanced)
- List your language proficiency if you have language ability beyond English (fluent, conversational, writing)
- List any specialized equipment or software specific to your field, especially if it is mentioned in the job announcement – be sure to list proficiency level for each

SCHOLASTIC HONORS AND AWARDS

- Include Dean's list, scholarships, and academically-related distinctions and when received
- You will most likely not include this category unless applying for graduate school, an internship, or an opportunity where academic achievement is stressed as a criterion for selection
- Format:

Dean's List; University of Wisconsin-Superior	2016-2017
Chancellor's Award for Leadership; University of Wisconsin-Superior	2015-present

LICENSES/CERTIFICATES/CERTIFICATIONS/

- To learn how to list **certificates** earned at UWS through the Continuing Education program, visit here.
- For **certifications**:

Name of certification; Name of certifying body/organization	Expiration Date

- For **licenses**:

Name of license; Name of certifying body/organization	Expiration Date

NOTE: If your license or certification does not expire, write "Does not expire"

PROFESSIONAL DEVELOPMENT AND TRAININGS

- Include any workshops, seminars, and other professional opportunities you've pursued in your field of study
- Format:

Your role; Name of Experience; Location	Date

Examples:

Presenter, Ecological Services Conference; UWS: Superior, WI	Date

    Presentation title:

Participant, Twin Ports Healthy Families Symposium; St. Luke's Health Care; Duluth, MN	Date

RESEARCH

- If you've done research as part of a UWS-sponsored program like **SURF** or **McNai**r, list as such:

Student Researcher; McNair Scholars Program; UWS; Superior, WI	Dates

Faculty mentor: Dr. First name Last name
Project title or purpose:
List your duties in a bulleted list, with each entry beginning with a power verb

- If you've been hired as a **research assistant** in a department or under the supervision of a UWS professor, you can choose to list in a "Research" category, or as a Professional experience. List as such:

Research Assistant; Biology Department; UWS; Superior, WI	Dates

Research supervisor: Dr. First name Last name
Project title or purpose:
List your duties in a bulleted list, with each entry beginning with a power verb

REFERENCES

- References always go on a separate page from your résumé. Copy the name block from your résumé to the top of the References page.
- **NEVER** write "References available upon request." This is assumed.
- If you are using professors as references and it is summer or they are on sabbatical, be sure to find out what email and phone number they are regularly checking.
- **Format:**   **For example**:

Prefix. First name Last Name	Dr. Rosie Reference
Title, Organization name	Assistant Professor of Awesomeness, University of Wisconsin-Superior
Phone number (s), email address	715-394-1234, referros@uwsuper.edu