

Developing Your Resume

Your name should have the largest font size on your entire resume

QUICK TIP

Create a **running resume** to keep track of your experiences overtime. Treat your resume as a working document that you add your experiences to and pick and choose applicable experiences to include in resumes you create for different positions.

Include only education and experience from college

Your Name

Street Address. • Town, State, Zip Code • Phone Number • Email

Education

Degree: _____ Anticipated Graduation: _____
 Major: _____ GPA: _____
 Minors: _____
 Scholarships: _____
The College of Idaho, Caldwell, ID

Skills & Qualifications

Software Proficiency: List any computer software that you are proficient in and is applicable to the particular job application

Languages: "Basic competencies in..." or "Advanced understanding and use of..."

Related Coursework

List any collegiate coursework that would be applicable to the job that you are applying for

Related Work Experience

Job title _____ Dates of Employment _____
Employer Name & Location

- Experience statement: **what** you did, **why** you did it (skill you gained), and **why** it was important
- Experience statement

Job title _____ Dates of Employment _____
Employer Name & Location

- Experience statement: **what** you did, **why** you did it (skill you gained), and **why** it was important
- Experience statement

Athletic • Leadership • Volunteer Experience

Job title _____ Dates of Employment _____
Employer Name & Location

- Experience statement: **what** you did, **why** you did it (skill you gained), and **why** it was important
- Experience statement

Your sport at the College of Idaho _____ Season Date(s) _____

- List personal & team accomplishments (championships, records, etc.)
- List team activities participated in (community service, hosted camps, etc.)

List your C of I degree. Transfer students, if you completed an Associates degree include that and the college. Do not include high school or IB diplomas

Be sure to use consistent fonts, sizing, and punctuation

Be sure to include any laboratory skills or proficiency in any specific tools or instruments outlined in the job description!

Your experience should be in **reverse chronological order**, with the most recent experience listed first

Avoid pronouns like "I" or "we" in your experience statements

Start each statement with an **action verb**. Some common action verbs include:

- Advised
- Assessed
- Compiled
- Coached
- Designed
- Guided
- Improved
- Influenced
- Examined
- Oversaw
- Recruited
- Updated
- Critiqued
- Trained

Keep your resume to only **one page**. You should only have a two page resume if you are a seasoned professional and/or have an extensive amount of relevant experiences. If you are over on your resume, the rule is cut the less relevant & older experiences. Be concise!

Take a look at the back of this page for a checklist of what you should be including on your resume!

Come chat with us!

Email us at CareerServices@collegeofidaho.edu to make an appointment to look at resumes, cover letters, C.V.'s, internship applications, or study away opportunities!

Polishing Your Resume: The Final Checklist

Header & Contact Information

- Does your header include your name, address, email, and phone number?
- Is your header located at the top of the page, in bold, and in the largest font on the page?
- Is your contact information appropriate and professional?
- Does your header have the same format as it is seen on other application materials (cover letter, C.V., etc.)?

Education

- Is your education listed in reverse chronological order?
- Does your education include an official degree and expected graduation date?
- Does your education include a G.P.A. (if 3.0 or above) and is it accurate?

Experience: Work • Internship • Leadership • Volunteer • Research

- Is your experience listed in reverse chronological order?
- Did you begin each description with an action verb?
- Did you avoid personal pronouns, such as “I” or “we”?
- Did you avoid vocabulary that is not commonly understood?
- Are your descriptions of your skills, knowledge, and experience related to the job?
- Have you identified specific job requirements/qualifications and placed them in your resume?
- Have you verified that the requirements of the job description that you are applying for are articulated in your experience statements (Have you listed your experience?)?

Overall Appearance • Layout • General Editing

- Did you use 11 or 12 point typeface?
- Did you use only one font?
- Are you using consistent headings, punctuation, spacing, and boldfacing throughout the resume?
- Is your formatting appealing to the eye, consistent, and easy to read?
- Have you eliminated all errors and misspellings?
- Have you had another individual proof read your resume?
- Did you use past and present tense correctly?
- Did you avoid abbreviations (with the exception of state names)?
- Are your section headings clear/visible and related to the target of your resume?
- Did you save your resume as a PDF file before submitting to the employer?