



How to Write a Resume

WHAT IS A RESUME?

A resume is “a brief written account of personal, educational, and professional qualifications and experience, as that prepared by an applicant for a job” (*Dictionary.com*).

RESUME CHECKLIST:

HEADER

a resume header should include your name and contact information (match cover letter formatting)

PROFESSIONAL SUMMARY/OBJECTIVE

The professional summary is one or two sentences about you that the potential employer should know about your goals and work ethic.

EDUCATION

The education section should include academic institutions, degrees, and achievements.

RELEVANT WORK/CO-CURRICULAR/VOLUNTEER EXPERIENCE

- List your job responsibilities. Start each sentence with an action verb.
- Focus on quantitative key accomplishments for that position.
 - Ex. Managed over thirty accounts per week.

SKILLS

List the skills you developed during your education and practical work experience.

- Use keywords from the job posting!

HONORS & AWARDS

(If there are enough to warrant a separate category) List any honors and awards you’ve received. If these awards are mostly for academics or scholarship than consider moving this section right below “education”

TIPS & TRICKS

- Be consistent with your formatting– consistent formatting makes your resume scannable!
- Length & Margins – One page and margins no smaller than .5 inches.
- Watch your verb tenses – If you are still currently in a position, use present tense. If the position was in the past, use past tense.
- Voice– Avoid first person pronouns.
- Keep it to one page.
- Proofread!

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OBJECTIVE:
To obtain an internship with utilizes my education and previous work experience.

EDUCATION

Associate of Science in Business	Graduation date: May 20XX
Georgia Highlands College, Cartersville, GA	
Institutional GPA: 3.01/4.0	
<ul style="list-style-type: none"> • Dean's List Summer 2019 • Phi Theta Kappa Fall 2019-current 	

Rome High School, Rome, GA 20XX-20XX

Computer Skills: Word, Excel, Power Point, Access, Windows, Quicken

Language Skills: Fluent in both English and Spanish

WORK EXPERIENCE

GG Lawncare	May 20XX-current
Rome, GA	
Associate	
<ul style="list-style-type: none"> • Developed the ability to manage relationships by scheduling appointments, providing free first-time estimates, handling and resolving client questions and issues, and learning to deal with a variety of problems. • Gained experience in a team oriented environment by working in tandem with other associates to divide and manage client service areas, consulting with management to determine best resolutions to customer issues and filling in for associates due to vacation or illness. • Improved attention to detail through analyzing customer issues and problems, evaluating new client jobs, the preparing new client worksheets, determining existing client job requirements, and developing efficient client job order. 	

Other Work Experience: Kroger (Associate, May 20XX-April 20XX), Target (Associate, August 20XX-May 20XX), Biscuit Barn (Server, July 20XX-May 20XX)

REFERENCES AVAILABLE ON REQUEST