

TO DO:

CONTENT

- Include keywords from the job description
- Use simple bulleted phrases with no periods
- Be specific by including numbers, event details and outcomes
- Avoid personal pronouns such as I, me, we, you, and they
- Be consistent in your use of tense in a job description such as present tense or past tense

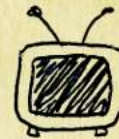
FORMATTING

- Arrange sections and bullets by how important they will be to the prospective employer
- Use reverse chronological order within sections such as Work Experience
- Maintain formatting consistency from top to bottom
- See more resume samples at www.career.colostate.edu

★ VISIT THE CAREER CENTER DROP-IN OFFICE FOR A RESUME CRITIQUE!

(LSC Main Floor Rm. 116)

THE RESUME GUIDE



YOUR NAME ← Name: 18-20 pt. font, bold
Address—Phone Number—Email address ← Contact info: 10-11 pt. font

EDUCATION ← Sections: bold, caps, 10-12 pt. font

Bachelor of Arts, Political Science ← Use Tab key tab over to align dates down right side May 2012
Colorado State University (CSU), Fort Collins, CO ← Content: 10-11 pt. font

PROFILE ← This section is optional but gives 3-4 "WOW" bullets addressing the position qualifications

- Strong teamwork skills acquired through participation on community non-profit fundraising committee
- 2 years of experience in mediating conflict utilizing strong interpersonal skills, empathy, and a positive attitude when delivering quality guest service at the CSU Information Desk
- Demonstrate strong written communication and documentation skills: 1 year experience as a personal interest writer with The Collegian

WORK EXPERIENCE

Colorado State University, Student Assistant, Fort Collins, CO Sept 2009-present

- Manage Facebook and Twitter accounts to engage students and communicate announcements
- Maintain electronic database using Access and Excel to provide administrative support
- Answer incoming phone calls and greet visitors at the front desk to provide excellent customer service

LEADERSHIP AND SERVICE

Student Music Fraternity, Vice President Aug 2011– Aug 2012

- Managed an annual operating budget of \$900
- Led a committee of 3 members during weekly committee meetings
- Recruited an average of 9 new members per semester
- Collected annual dues, deposited all checks, and wrote receipts

CSU Cares Fundraising Club, Member Jan 2010 – Dec 2011

- Raised more than \$3,100 to donate to the Larimer County women's shelter
- Planned 4 events, including a car wash, date auction, bake sale, and canned food drive
- Attended monthly philanthropy training workshops and event committee meetings
- Collected more than 500 cans to donate to the Salvation Army

Adjust spacing and font size to make your resume one full-page

Bullet Formula

**Strong Action Verb + Describe Skill Used
or Task Completed + Result or Value Added**

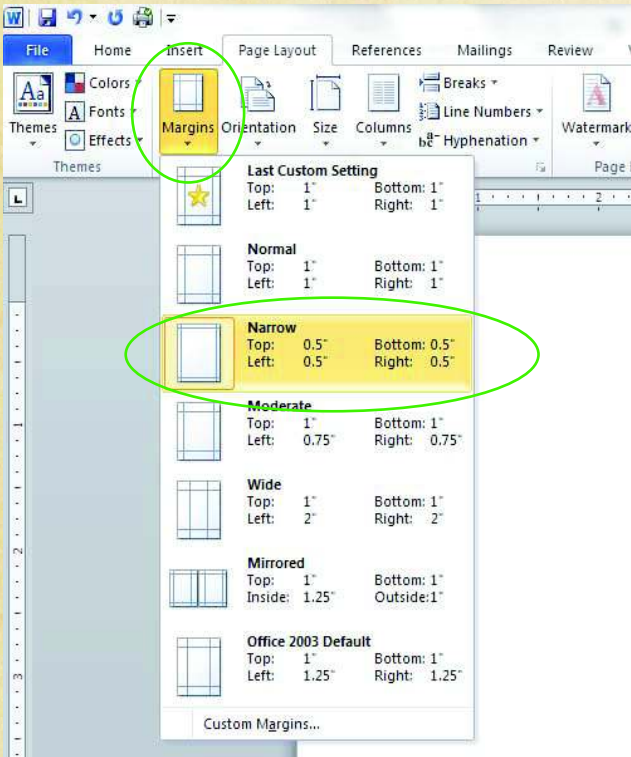
Ex. Planned fundraising event of 500 participants resulting in \$3000 donation dollars for the Red Cross

*for instructions on how to format your resume using Microsoft Word, please see below

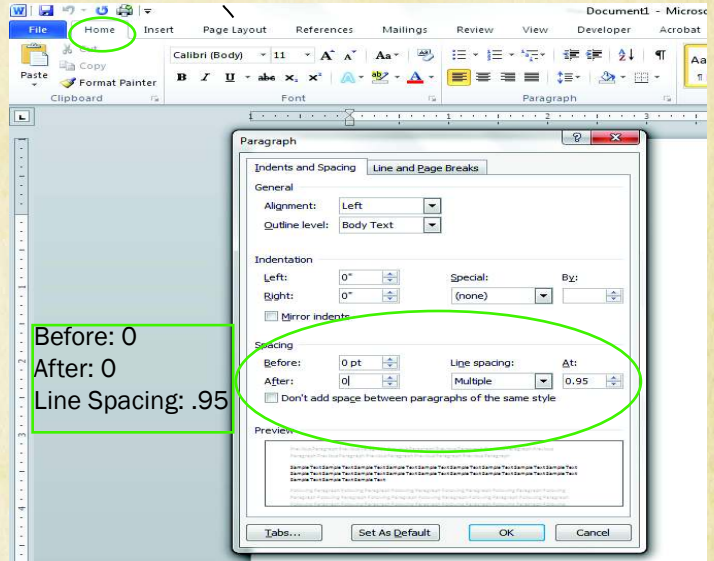


MICROSOFT WORD FORMATTING TIPS

Adjusting the margins to .5:



Adjusting the line spacing:



Inserting horizontal lines:

