

WRITING A RESUME

There are many correct ways to organize and lay out a resume. In all cases, each section in a resume should be labeled and maintain consistent style, white space should be balanced by left justifying titles and right justifying dates, and a space or horizontal line should be used to separate each section from others.

CONTACT INFORMATION:

Place your **contact information** at the top of your resume, centered or left justified.

- Your name should stand out
- Include your permanent street address, city, state, and zip code
- Also, include your phone/voicemail number and a personal email address
- If you have them, include a LinkedIn page or a personal website URL

SUMMARY OR OBJECTIVE:

In a brief paragraph highlight your skills and successes. A **summary** section discusses an experienced applicant's past, while an **objective** section frames a new job seeker's potential.

- Summarize experiences that fit specific job requirements or similar positions
- Describe skills with keywords from job descriptions
- Explain what you are looking for as an applicant
- Leave a space or horizontal line below the summary or objective

EDUCATION:

Place the **education** section before the experience section if you're an upcoming or recent graduate, are changing careers, or are in an academic or scientific profession. If listing multiple schools or degrees, always lead with the most recent information, with more detail for more recent entries and less detail for those that are older.

- List the name of your school and its location, left justified
- List the years you attended, graduated, or intend to graduate, right justified
- List the degree you obtained (if applicable) and your field of study
- Showcase academic achievements, extracurricular activities, organizations, and special projects or courses

(Continued on reverse side)

Schedule your online or in-person tutoring appointment today! (734) 432-5304 or writingcenter@madonna.edu
Additional online resources can be found at www.madonna.edu/owl

WORK EXPERIENCE:

If you already have several years of relevant **work experience**, place this section before your education section. Always lead with the most recent information, with more detail for more recent entries and less detail for those that are older.

- List your specific job title, the employer, and its location, left justified
- List your years of employment or the timeframe in which you held the role, right justified
- For every entry, describing one to five of your responsibilities or achievements in that position. Include fewer bullet points for less relevant or older experiences, and more for things you wish to highlight for the employer
- Experienced applicants should list all relevant, paid work, include freelance jobs, temporary work and internships
- New job seekers should include both paid and unpaid work, such as volunteering, student organizations and internships

SKILLS:

This section emphasizes the **skills** you have acquired from your various jobs or activities, rather than the responsibilities. It is important to emphasize skills pertaining to a specific job. Consider what you are a beginner, intermediate or expert at.

- List hard skills, such as record keeping, researching, translating, and compiling skills
- List material skills, such as operating, assembling, and repairing skills
- Group transferable skills, such as technology proficiencies
- Group specialized skill, such as language proficiencies

AWARDS AND ACTIVITIES:

This section highlights the relevant **awards and activities** you have been involved with. If you graduated with honors, you should include that detail in the education section of your resume.

- List academic awards and scholarships
- List work-related awards or honors
- List membership organizations
- List leadership positions
- List community service

Madonna University's Office of Career Development also advises students to list their extracurriculars, volunteer experience, and honors/awards as separate sections on their resume, if possible. If there are too few to justify creating a separate section, then they would be included under Awards and Activities.

ADDITIONAL SECTIONS (MAJOR SPECIFIC):

Depending on your program, you may also want to include sections about Clinical Rotations (for Nursing) or Student Teaching (for Education), to name a few. These sections would generally go after Education, and either before or after Work Experience, depending on your preference.

THE OFFICE OF CAREER DEVELOPMENT:

The **Office of Career Development** offers programs and services that support students and graduates who are initiating and implementing their career plans. Visit the **Students** section of the **MUPortal** for:

- Job Search Websites and Engines
- On Campus Student Employment opportunities
- Internship information
- Career Exploration Tools
- Professional Resources, such as resume tips, samples, templates and guides