

**These are only suggestions! Each resume can be different, as it reflects your uniqueness.
Let us help you tailor your resume to your specific needs! You have what it takes, BRAND yourself!
To schedule an appointment call 270-384-8065 or email careerservices@lindsey.edu**

First Name Last Name

City, State | Professional Email Address | Phone Number
LinkedIn Customized URL/Online Portfolio (optional)

OBJECTIVE/QUALIFICATION SUMMARY (Optional)

The summary statement is a short paragraph summing up your experience and skills. Use approximately three to five sentences, explain what you're great at and most interested in by describing how you can provide value to a prospective employer in this type of role. . Do not use "I" "My" "Me". Ask yourself these questions:

Why am I qualified for the position I'm targeting?

What about my experience, education, and skills make me a good candidate for this type of role?

How have I used these qualifications to create results and provide value to my previous employers?

EDUCATION

Lindsey Wilson College, Columbia, Kentucky

Insert Degree (Bachelor of Arts or Science in...), Insert Month Year

- Major::
- Minor (if applicable):
- Grade Point Average: (only if above a 3.0)
- Relevant Coursework/Academic Projects: Include a list of the 400-level courses you took that are most closely tied to your job goals to show hiring managers what subjects you're familiar with only if you did NOT do an internship.
- Awards/Honors: List semesters (or range of semesters) and year awarded; if you have many, create a new section.
- Extracurricular Activities: Bonner, Athletics, Student Government Association (SGA)....

RELEVANT EXPERIENCE (if applicable)

Name of Organization, City, State

Most Recent Job Title, Month Year- Month Year

- Begin each bullet point with a present or past tense action verb (ex: "Research/d", "Manage/d", "Collaborate/d"...). Avoid generic actions verbs (ex: "Work/d", "Did", "Assist/d...), or repeating the same action verbs.
- Absolutely NO personal pronouns. Meaning, do not use I, they, we, she, he, us, etc.
- Focus on the tasks that are relevant/important for the position you are applying for.
- Highlight the skills employers are mostly looking for: leadership, teamwork, written/oral communication, problem solving, diversity and inclusion, etc.
- Use verbs similar to those found in the job posting or a generic job description (find one at <https://www.onetonline.org/>)
- This can include things like your internship or practicum experiences.

PROFESSIONAL/WORK EXPERIENCE

- This section includes other professional experience that do not relate to your major or the job specifically but do show that you have good skills.
- Should be kept minimal and formatted like the Relevant Experience section.
- If you have direct experience and are running into two pages, delete this section. It is important to keep your resume to one page.

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Least Recent Job Title, Month Year- Month Year

- Follow the same guidelines for each work experience you are listing

LEADERSHIP (If applicable; Campus Involvement, Civic Engagement, Collegiate Athletics)

- Include involvement such as student organizations, extracurricular activities, athletics, etc.
- List office positions held and committee involvement
- Other section headings can include military service, professional organizations, conferences and professional development, campus involvement, civic engagement/volunteer work, etc.

SKILLS OR CERTIFICATIONS (If applicable)

- List any technical skills or certifications that are relevant for the position
- Computer skills/databases, technical skills beyond Microsoft Office
- Language skills (fluent, bilingual, conversational)
- Avoid listing “soft” skills (ex: communication, leadership, teamwork) □ these should be shown through your experiences and education. Meaning, these things should be shown through the bullet points listed above in the other sections.