



# RESUME TIP SHEET

**Recruiters scan a resume for just six seconds before deciding whether to keep it or toss it.**

For online applications, applicant tracking software (ATS) scans and rates your resume in seconds. Therefore, your resume needs one-column formatting with ample amounts of white space, and most importantly, compelling, readable content that aligns with the job or program's stated requirements.

## **Set Your Margins to 1"**

If needed, you can expand your content and create a smaller margin. However, don't go any smaller than a .5 margin. Remember, white space, i.e., space without text, aids in readability.

## **Keep Your Resume to One Page**

CVs are typically longer documents and include additional sections such as publications, presentations, and professional organizations.

## **Use a Black, Easy-To-Scan Font**

Fonts we recommend include Arial, Arial Narrow, Calibri, Gill Sans MT, Georgia, Times New Roman, and Veranda.

## **10-12 Point Font is Key!**

Use a 10-12 point-sized font for the body of your resume and CV and a 14-18-point font for your name.

## **Need assistance with your resume? Meet with Us!**

Schedule an appointment on Handshake or stop in during walk-in hours. The Career Consultants and Career Ambassadors are here to help you feel career-ready!



## **Virtual Resume Drop Box**

Looking for a digital way to get your resume reviewed? Submit your resume to the drop box on our website to have our team review your document and send you virtual feedback!

**[utoledo.edu/career/students/resume-dropbox.html](https://utoledo.edu/career/students/resume-dropbox.html)**

# RESUME OUTLINE



## FIRST NAME LAST NAME

[firstname.lastname@rockets.utoledo.edu](mailto:firstname.lastname@rockets.utoledo.edu) 419.123.4567 [www.linkedin.com/in/firstnamelastname](http://www.linkedin.com/in/firstnamelastname)

### EDUCATION

**Degree**, (Expected) Month Year  
College/ University, City, State; GPA if above a 3.0

***TIP: High School** information should be removed from your resume by the end of your sophomore year.*

### RELEVANT COURSEWORK

Highlighted academic studies in areas directly applicable to the desired position, showcasing a mastery of essential knowledge and skills.

### HONORS AND CAMPUS INVOLVEMENT

List honors, activities, and volunteer experiences that highlight your campus involvement and career-readiness skills. Use proper organization names with the dates you were active.

### EXPERIENCE

**Position Title**, Business/Organization, City, State Month 20XX - Month 20XX

- List 2-4 accomplishments in this position using action verbs begin each sentence
- Include concrete results such as percentages, numbers, and specific outcomes
- Use present tense for current positions and past tense for the previous position
- Emphasize skills you utilized or learned especially [NACE Career-Readiness Competencies](#)

***TIP:** Use this formula to help you write your accomplishment statements:*

| <b>ACTION VERB</b> | <b>+ WHAT/HOW/WHY</b>  | <b>+ RESULT</b>   | <b>= ACCOMPLISHMENT</b>  |
|--------------------|--|---|--|
| Advised            | One student for two years, encouraging and assisting them with studies and adjusting to different grade levels | Helping them increase their grade average by one full grade | Advised one student for two years, encouraging and assisting them with studies and adjusting to different grade levels helping them increase their grade average by one full grade |

***TIP:** Experience does not have to be paid work experience. It can come from internships, co-ops, volunteer experiences, campus involvement, and student research and projects.*

### VOLUNTEER EXPERIENCE

**Position Title**, Business/Organization, City, State Month 20XX - Month 20XX

- List 2-4 accomplishments in this position using action verbs begin each sentence
- Include concrete results such as percentages, numbers, and specific outcomes

### FINAL TIPS:

- There is no single way to order your resume. Keep in mind, however, that you should always put the most relevant sections in the top half to 2/3 of your document.
- Use a professional font between 11 and 14 points and consistent formatting throughout your resume.
- Use proper grammar; proofread for errors.

# EXAMPLE 1



## FIRST NAME LAST NAME

[firstname.lastname@rockets.utoledo.edu](mailto:firstname.lastname@rockets.utoledo.edu) 419.123.4567 [www.linkedin.com/in/firstnamelastname](http://www.linkedin.com/in/firstnamelastname)

### EDUCATION

#### Bachelor of Arts in Economics

(Expected) May 20XX

University of Toledo, Ohio; Current GPA: 3.2

#### High School Diploma

June 20XX

Toledo Public Schools, Toledo, OH

**Honors:** Spanish Honors Society, National Honor Society, National Merit Scholar

**Clubs & Organizations:** Political Science, Show Choir, Theater, Yearbook Committee

### WORK EXPERIENCE

#### Sales Representative, ABC Retail Store, Toledo, Ohio

September 20XX - Present

- Provide positive, individualized customer care to hundreds of walk-in customers each week
- Answer questions regarding the ABC Credit Card, weekly sale items, and return policies
- Manage and balance the cash register, restock shelves, and assist customers in locating items
- Nominated Employee-of-the-Month three times for excellent attitude and customer service skills

#### Child Care Provider, Smith Household, Toledo, Ohio

May 20XX- Present

- Care for three children under six years of age
- Plan, organize, and implement a variety of fun and educational activities including art projects, athletic activities, and educational outings to increase the children's knowledge and social skills

#### Host/Server, Bob Evans Restaurant, Toledo, Ohio

January 20XX- August 20XX

- Welcomed and seated guests, ensuring each one's comfort and satisfaction—every customer, every time
- Thoroughly answered questions regarding the preparation and ingredients of varied menu items
- Confirmed customer satisfaction during each meal and resolved any issues quickly and professionally

### VOLUNTEER EXPERIENCE

#### Volunteer, St. Paul's Soup Kitchen, Toledo Ohio

Fall 20XX - Present

- Serve meals, as part of a team, to over 100 individuals each week
- Created and implemented a brown-bag lunch program by collecting donations to fill the bags with ready-to-eat lunch items so individuals in need could take them home

#### Volunteer Summer Camp Counselor, YMCA, Toledo Ohio

Summers 20XX & 20XX

- Co-led a group of ten first graders to develop cooperation and teamwork skills
- Implemented games designed to encourage creative problem-solving in science and engineering
- Awarded "Counselor of the Week" twice for effective leadership skills

### SPECIAL SKILLS

Microsoft Word, PowerPoint, Excel, Adobe Photoshop, and InDesign

Spanish: Intermediate level; French: Beginner level

# EXAMPLE 2



## FIRST NAME LAST NAME

[firstname.lastname@rockets.utoledo.edu](mailto:firstname.lastname@rockets.utoledo.edu) 419.123.4567 [www.linkedin.com/in/firstnamelastname](http://www.linkedin.com/in/firstnamelastname)

### EDUCATION

#### Bachelor of Arts in Economics

(Expected) May 20XX

University of Toledo, Ohio; Current GPA: 3.2

**Relevant Coursework:** Introduction To Economic Issues, Principles Of Macroeconomics, Principles Of Microeconomics

### RELEVANT EXPERIENCE

#### **Economic Litigation and Competition**, StoneTurn, Boston, Massachusetts September 20XX – Present

- Conducted economic and statistical analysis for expert reports in complex antitrust, class-action, and commercial litigation matters.
- Organized, manipulated, and analyzed datasets using statistical software, ensuring accurate and meaningful results.
- Prepared comprehensive reports, including tables, exhibits, and data visualizations, to effectively communicate findings and support damages theories in litigation cases.
- Collaborated with team members and management to understand client needs and objectives, incorporating them into work plans and delivering high-quality work products.
- Developed and maintained client relationships, fostering trust and contributing to the firm's reputation for exceptional client service

### WORK EXPERIENCE

#### **Sales Representative**, ABC Retail Store, Toledo, Ohio September 20XX - Present

- Provide positive, individualized customer care to hundreds of walk-in customers each week
- Answer questions regarding the ABC Credit Card, weekly sale items, and return policies
- Manage and balance the cash register, restock shelves, and assist customers in locating items
- Nominated Employee-of-the-Month three times for excellent attitude and customer service skills

#### **Student Tutor**, Toledo Public Schools, Toledo, Ohio Summer: 20XX, 20XX

- Instructed elementary school students on how to apply mathematics and scientific concepts to their homework assignments
- Coordinated a weekend trip to the Cincinnati Zoo each season and designed a packet of math and science questions related to the animals and exhibits the children encountered at the Zoo
- Tutored one student for two years, encouraging and assisting him with studies, and adjusting to different grade levels resulting in him increasing his grade average by one full-letter grade

### CAMPUS INVOLVEMENT

**Treasurer**, Alpha Phi Omega

Fall 20XX - Present

**Member**, Campus Activities and Programming

Fall 20XX - Present

### SPECIAL SKILLS

Microsoft Word, PowerPoint, Excel, Adobe Photoshop, and InDesign

Spanish: Intermediate level; French: Beginner level