

# RESUME WRITING GUIDE

Office for Career Success

Your resume is like the movie trailer for your professional story—it shows employers what you've accomplished, why it matters, and what you can bring to their team. Most recruiters spend **less than 30 seconds** scanning each resume, so clarity and impact are everything.

## WHAT EMPLOYERS LOOK FOR

- What did you do? (Your responsibilities and activities)
- Why did you do it? (The goal or purpose)
- What was the result? (The impact you made—quantify when possible!!!)

## BUILDING YOUR RESUME: ESSENTIAL SECTIONS

### 1. Contact Information

List your name (large, bold font), phone number, email, city/state and zip code (avoid your full address), and LinkedIn URL. Keep formatting consistent across all job search documents (resume, cover letter, references).

### 2. Education

Include your degree, major, minor/concentration, institution name, and graduation date (or expected date). Add GPA if 3.5+. Highlight relevant coursework, honors, research, or other experiences that relate to the role.

### 3. Experience

List positions in reverse chronological order (most recent first). For each role, include: job title, organization name, location, and dates (month/year). Use bullet points starting with action verbs. Quantify accomplishments when possible ("increased social media engagement by 40%" vs. "managed social media"). Include internships, part-time jobs, volunteer work, research, and relevant projects.

**PRO TIP:** Avoid "responsible for" or "duties included." Show what you accomplished, not just what you were supposed to do.

### 4. Skills, Leadership & Involvement

Showcase technical skills (software, languages, certifications), leadership roles, campus involvement, volunteer work, honors, and awards. Create custom sections that highlight what makes you stand out.

## FORMATTING & BEST PRACTICES

- Use keywords from the job description to get through applicant tracking systems (ATS)
- Keep formatting clean and consistent—modern fonts like Calibri, Cambria, or Arial work best
- Use bold and italics strategically to highlight key achievements (don't overdo it)
- Proofread ruthlessly—spelling and grammar errors are instant red flags
- Save your file as a **PDF**, titled as "FirstName\_LastName\_Resume "
- A resume can be 1-2 pages depending on your experience—quality over length

## RESUME REVIEW CHECKLIST

*Before you submit, check:*

- No spelling, grammar, or punctuation errors
- Consistent formatting (fonts, spacing, alignment)
- Contact info is current and professional
- Action verbs vary throughout (not repetitive)
- Accomplishments are quantified with numbers/percentages where possible
- Experience is listed in reverse chronological order (most recent first)
- Keywords from job description are naturally integrated
- No generic phrases like "hard worker" or "team player" without context
- LinkedIn profile is current and matches resume
- Margins are at least 0.5" on all sides
- File is saved as PDF with professional name

## TAILOR YOUR RESUME FOR EACH APPLICATION

Generic resumes get generic results. For every job you apply to:

- Read the job description carefully and note required skills and qualifications
- Mirror the language—if they say "project coordination," use "project coordination" (not "project management")
- Highlight the experiences and skills most relevant to that specific role
- Adjust your resume summary or objective (if you use one) to match the position

Need help? Schedule a resume review appointment at [careers@spalding.edu](mailto:careers@spalding.edu) or book directly through mySpalding Student Success scheduling portal