**Need to create a resume? Let’s get started!**

Your resume is a marketing tool meant to convey to an employer that you are the right candidate and are capable of doing the job based on your past experience, skill set, and accomplishments.

**Resume Tips**

* Avoid abbreviations, slang, acronyms, personal pronouns, and jargon
* Exclude personal information (religion, birthday, photo, etc.)
* Have it reviewed by the TCM Writing Center and ET Career Services
* Try to keep it to 1 page (depending on relevant experiences)
* Even margins on all sides (1” – 0.5”)
* Appropriate font sizes (9-12, make your name stand out)
* Format your resume by integrating bold and italics appropriately and using punctuation consistently
* Use tense specific action verbs to begin each bullet point (use the Action Verb Handout)
* Don’t clutter your resume but be careful about too much white space

**Before You Start**

Write down everything you have done since coming to IUPUI. If you are a freshman or sophomore, you can still include experience from high school (only very relevant high school info should be used after sophomore year). List everything including volunteer experience, internships, jobs, relevant coursework, student clubs or groups, and study abroad.

**Think about Sections**

Contact Information

Education

Skills

Work Experience

Volunteer and Organization Experience

Awards, Honors, and Activities

Military Experience

**Start Your Resume**

Create an education section. If you are a student in the School of Engineering and Technology, list your education like this:

Purdue School of Engineering and Technology, IUPUI

*Bachelor of Science in Organizational Leadership*

Include your expected graduation date, don’t include your start date.

If your GPA is competitive, include your GPA. If it is below a 3.0, consider leaving it off.

Other things to add here: skills (software programs, languages – no soft skils), study abroad, class project, honors/awards.

**Tailor for the Position You Want**

Read the job description making note of skills or traits mentioned. Make a list of the skills you would like to highlight through your resume.

**Describe Your Experience = Accomplishment Statements**

Create bullet points that highlight accomplishment and contributions made rather than tasks completed. Use this formula: Action Verb + what + how + why/result.

|  |  |
| --- | --- |
| **Skill Verb** |  |
| **How** |  |
| **Why/Result** |  |

Examples:

Mentor 5 female engineering and technology students to build community and identify strategies to increase graduation rates for underrepresented students.

Coach 30 freshmen through the transition to college life by providing academic and personal support.

Presented information on Diversity, Equity, and Inclusion topics and organized activities for the SHRM student chapter during monthly club meetings to better prepare us to enter the workplace.

Chaired the IUPUI Jagathon Public Relations Committee to generate excitement and commitment for the dance marathon to raise money for Riley Hospital.

**Skill Section**

* Language skills
* Computer/technology skills
* Certificates
* No soft skills (like teamwork, communication, etc.)

**Write Tight**

* Eliminate pronouns (I, my, me, etc.)
* Eliminate adjectives (successfully, significantly)
* Eliminate articles (the, a, an)
* Cut prepositions (to, for, in, by)

**5 Expressions to Avoid According to Ana Lokotkova**

1. Hard worker – If you have specific results and accomplishments to show, no one will assume you didn’t have to work hard to get there.
2. Responsible for – Use action verbs instead (managed, achieved, developed).
3. Problem-solving skills – Instead, tell employers which business problems you were able to resolve, and how it affected work results.
4. Written communication – Your resume is an example of how well you communicate in written form. Make sure its quality speaks for itself.
5. Results-oriented – Your actual results speak louder than words. Stop focusing on tasks and job duties.

**References**

* Not included on resume
* Three to five people who can speak to your abilities (past manager, volunteer coordinator, faculty, coach)
* Know you in professional capacity
* Always ask permission before listing as a reference
* Bring a copy of your references to an interview
* Use the same header and formatting on your resume and references (branding)

**Cover Letter**

A cover letter allow you to express your interest in and enthusiasm for the position and the organization. Always include a cover letter when submitting your application, even if they do not ask for one. If done correctly, your cover letter:

* Allows you to highlight skills or experiences that are especially relevant to the position
* Demonstrates your written communication skills
* Strengthens your chance of getting an interview

Use the same format and header as your resume.

Opening argument – show interest in the specific position, mention the name of a common connection, demonstrated research of the organization, summarize why you are a good fit.

Emphasize key skills – select one or two skills that align with the job positing, share experiences illustrating your ability

Wrap it up – summarize your fit once more, restate your contact information, indicate a follow up plan, thank them for their time and consideration

Proofread – schedule an appointment with the TCM Writing Center

**Resume Template**

[TCM 25000 Resume Template.docx](https://indiana-my.sharepoint.com/:w:/g/personal/ckrull_iu_edu/ETI3L_D2swtPpBED0n5_YsIBybylpOIdxr-ucBUsYSZ6Vw?e=qFjFxw)

**First Last Name**

email@iupui.edu/(XXX) XXX-XXXX

LinkedIn URL

**EDUCATION**

**Purdue School of Engineering and Technology**, IUPUI Indianapolis, IN

*Bachelor of Science in Organizational Leadership* Month Year

Certificate: Human Resource Management GPA X.XX/4.00

Minor(s):

Dean’s List (if applicable) Semester(s) Year(s)

**Course Work: (This heading/section is optional)**

* Best practice is to only put three to six courses on the resume

**tailored EXPERIENCE (Select a block header that frames your experience ie: Related Experience, Work Experience, Leadership)**

**Name of Organization or Company**  City, State

*Position Title* Month Year – Month Year

* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
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**Name of Organization or Company** City, State

*Position Title 2* Month Year – Month Year

* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
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* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)

*Position Title* 1 (this is optional, only showing format option) Month Year – Month Year

* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)

**tailored EXPERIENCE (Select a block header that frames your experience ie: Related Experience, Work Experience, Leadership)**

**Name of Organization or Company** City, State

*Position Title* Month Year – Month Year

* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
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**tailored EXPERIENCE (Select a block header that frames your experience ie: Related Experience, Work Experience, Leadership)**

**Name of Agency or Organization** City, State

*Position Title* Month Year – Month Year

* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
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**HONORS, awards, certifications (Choose an option to stand-out)**

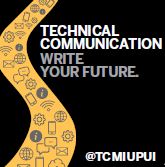
**Name of honor, award or certification** Month Year

* Brief description of award

**Name of honor, award or certification** Valid through

* Brief description of award

**Resume Action Words**

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