



---

# Resumé Writing Guide

---

## YOUR RESUMÉ

Your resumé provides prospective employers with their first impression of you—it is your chief marketing tool. It helps prospective employers evaluate your skills, accomplishments, and educational background to see if they would like to interview you.

If you have several career interests and you are applying for several positions that are unrelated, you may want to develop multiple resumé with different objectives. The following pages will define different features and types to help you develop your own unique resumé.

**Talk with the Advisor for Vocation & Career Development:** Visit the Southern Seminary & Boyce College Office of Career Development in Williams Hall, Room 112 or email [careerdevelopment@sbts.edu](mailto:careerdevelopment@sbts.edu) to make an appointment for resume review.

## ESSENTIAL RESUMÉ CONTENT

Your resumé is unique to you and it is a critical marketing tool; it should be individually tailored for each application. You may want to create a “master” resumé with all of your activities and experiences that can be rearranged or modified for particular jobs. Remember: your resumé needs to show how YOU meet THEIR needs. **Consider using the RAT concept (Results, Accomplishments, Time) and not just your required duties.**

Prior to creating your resumé, make a list of your various experiences (work, internship, volunteer, etc.). Then, using that list, ask yourself how have you:

- Solved any problems?
- Demonstrated leadership?
- Motivated others?
- Saved the organization money?
- Created something new?
- Acquired industry knowledge?
- Created new systems or procedures?
- Made a process more efficient?
- Made a process cheaper?
- Improved a system?
- Successfully fulfilled your duties/ responsibilities?
- Increased sales?
- Increased membership or participation?
- Accomplished a goal?
- Gone above and beyond your duties?
- Used computer/ technical skills?
- Planned an event?
- Trained another individual?

**NOTE:** Although there may be resumé templates online, you can access our **recommended resume template** [here](#).

**\*\*\*The section headings that follow should always be present on your resumé.**

## CONTACT INFORMATION

Your name, mailing address, cell number, and email address should always top your resumé. Use your permanent or college address depending on the proximity of your desired location. You may include a link to a professional blog or LinkedIn profile. This section should align with your cover letter (every resumé for a posted position needs a cover letter, but they are not necessary for career fairs/hiring events).

**NOTE:** Make sure that your email address and voicemail are professional.

## SUMMARY (OR OBJECTIVE) STATEMENT

While optional, a summary (or objective) statement sets a positive tone and informs the employer of the position you are seeking and what strengths/skills you bring. It is especially beneficial when networking or attending networking events because it gives some background on your skills, strengths, and interests. Be brief and consider job title(s), what you can offer the employer, a description of potential career paths in a particular field, or your short-term goals.

*Example:* Dean's List global studies major with research and study abroad experience; seeking an internship with the US State Department for Summer 2022.

## EDUCATION

Include all colleges and universities from which you have earned a degree/certificate and list in reverse chronological order (your most recent school listed first). You may want to include your cumulative GPA and/or your major GPA, if one or both are above a 3.0.

- If you've earned Dean's List, scholarships, or are academically distinguished, make sure you include this distinction with your degree information.
- You can also include study abroad information here.
- As a **junior or senior**, you should not include your high school, unless you were involved in a significant or unique experience relevant to your career goal.
- For **freshmen and sophomores**, you may include your high school information, particularly experiences related to your resumé summary.

*Example:* **Boyce College**, Louisville, KY Expected May 2022  
Bachelor of Science, Communication  
Minor: Humanities  
Dean's List (4), Cumulative GPA: 3.2, Major GPA: 3.5

**Oxford University**, Oxford, United Kingdom Summer 2020  
Study Abroad

## PROFESSIONAL (RELATED) EXPERIENCE

Summarize your experiences by highlighting those that best reveal your skills and abilities in relation to the type of job you are seeking.

*Example:* **Investments Intern**, Summer 2018, Merrill Lynch, New York, NY

You can include paid work experiences, volunteer work, and internships. You do not have to mention all of your professional experiences; include those most relevant to the position. If you have several experiences that are directly related to the type of job you are seeking, you may list them under a separate category called "Related Experiences." If you are having trouble coming up with effective points, [Job Hero](#) has resumé samples that may help.

## SKILLS

Information about special skills that are relevant to your job objective can enhance your resumé, such as computer skills, language skills, research skills, leadership skills, and technical skills. You can include this information as a separate category or as part of other entries on your resumé.

- To express your skill level, phrases like “expert in/master in,” “proficient in,” and “experience with” can be helpful.

*Example: Computer Skills:* proficient in MS Office Suite

## SHOULD YOU INCLUDE REFERENCES ON YOUR RESUMÉ?

No. Your references should be a separate document included alongside your resume. You can view the Professional References Guide [here](#).

## OPTIONAL RESUMÉ CONTENT

**\*\*\*The section headings that follow should be on your resumé *only* if they reflect your experience(s) and fit the position(s) you are seeking.**

### RELATED COURSEWORK

You may want to list appropriate college coursework in your resumé if you apply for a position that is unrelated to your major, OR if the coursework is unique/specialized in the career field.

### HONORS/AWARDS

This is an optional section that will typically be the last section of your resumé. Entries in this category should include the name of the honor, the organization providing the honor, and the date when the honor was conferred.

*Example: Honors Scholar*, The Augustine Honors Collegium, Fall 2021 – Present  
*Eagle Scout*, Boy Scouts of America, December 2009

### VOLUNTEER WORK (OR COMMUNITY SERVICE)

Consider any volunteer experiences you’ve had while enrolled at Boyce College/Southern Seminary (i.e. Habitat for Humanity, 1937 Project, etc.). “Volunteer Work” should be used as a heading when the volunteering relates closely to your career goal. If your volunteering is not related to your career goal, consider using “Community Service” as a functional heading.

*Example: Crisis Volunteer* | Scarlet Hope Ministry | Fall 2020 – Present

### ATHLETIC PARTICIPATION

For participation on an athletic team, focus on transferable skills that you developed as a student athlete such as:

- Leadership
- Teamwork
- Discipline
- Time Management
- Communication
- Self-Motivation
- Strategy
- Detail-Oriented
- Goal-Oriented
- Able to Accept Criticism
- Commitment
- Coachable
- Works Well Under Pressure

Be sure to include:

- Sport, position, and timeframe

- Leadership experience (captain, assistant coach, etc.)
- Athletic scholarships
- Awards and Honors (drafted, selected, recognized as, etc.)
- Events/Tournament

## WRITING EFFECTIVE RESUMÉ BULLETS

Effective resumés translate work experience and Boyce activities into language that employers will value and understand. Bullets are short, fragmented sentences that highlight transferrable skills used in your experiences and activities. A paragraph format may allow for more text on the page but can make the resumé seem dense and more difficult to read.

Below are critical considerations when writing effective bullets:

1. Emphasize skills, accomplishments, and leadership over duties; you want to focus on how you went “above and beyond” your responsibilities.
2. State all information positively and relate your skills and background to the position/industry.
3. Each of your bullets should begin with a properly conjugated action verb and they should end with an outcome (**view action verbs [here](#)**). No “I,” “me,” or “my.”
4. Bullet points should be organized for the needs of each position you apply to; put the most relevant bullet points at the top.
5. When possible, include quantities by number, duration, or dollar amount, and scope of your experiences to strengthen the impact of your message (e.g.: “supervised 12 employees,” “managed a \$2,000 budget”).
6. Be consistent with font type and size
  - a. **Font:** Use standard, readable fonts like: Arial, Tahoma, Calibri, Trebuchet, or Times New Roman.
  - b. **Size:** The font size for your bullets should be the same size as the rest of your headings except for your name. Your name should be around 14-point font; the rest of your content should be no smaller than 10-point font.

*Example: Newspaper Internship, Louisville Courier-Journal, Louisville, KY - Summer 2021*

- Recorded and transcribed interview notes from three city council meetings
- Authored three 500-word articles published in June and July 2021
- Successfully increased followership of the Large Newspaper Twitter account by 400%

## RESUMÉ FORMATS

There are three general resumé formats: chronological, functional, and combination. The type of format you use depends on your particular background and the type of work you are seeking. **Most importantly, your resumé should be well organized and easy to read.**

**Chronological Resumé Format** (Most often used by college students and new graduates)

- A chronological resumé emphasizes your work and/or experiences and organizes your information around dates.
- You should use the chronological format when your work or activity experience is strong and relevant to your job objective, when previous job titles are impressive and job history shows growth, and when you want to emphasize your accomplishments.
- List jobs or experiences in reverse chronological order with your most recent position listed first.

- This format can be disadvantageous for those with gaps in employment or for those whose recent experiences do not showcase your related skills and abilities.

**Functional Resumé Format** (Used typically by experienced candidates and/or for those with employment gaps)

- Since the functional resumé emphasizes capabilities and skills, it can be useful when you want to enter a different career field or illustrate your transferable skills.
- A functional resumé organizes information under functional headings that highlight your major areas of accomplishment or strength.
- Experiences and skills are organized to support your job objective and are not limited by employment dates.
- You may draw upon all sources of experience (employment, volunteer work, college activities, and coursework) to describe your skills.

You can view a list of functional heading suggestions [here](#).

**Combination Resumé Format** (Used typically by candidates with a few years of professional experience, those who are changing careers, or STEM majors)

- A combination resumé is exactly what it sounds like: a combination of the chronological and function resumé formats.
- This type of resumé focuses on skills before returning to a chronological style with focus on experiences.
- A combination resumé format will highlight skills you have acquired in college settings, internships, and other jobs, and connect those skills to your future goals.
- The combination resumé is also a good choice if you are an alumnus with up to mid-level experience in the posted job description.

## GENERAL RESUMÉ WRITING GUIDANCE

- Be brief; a one-page resumé for most college graduates is adequate. **Employers spend seconds reviewing a resumé**, so you will want your resumé to be concise and focus on the most important points. *Federal, teaching, and academic resúmes (CVs) can – and likely, will be – be longer.*
- Margins should not be smaller than 0.5 inches on all sides.
- Use action verbs to describe your accomplishments and avoid personal pronouns (**view action verbs [here](#)**).
- Be consistent with format, type style, and type size.
- Be consistent with verb tense and proofread for misspelled words and grammatical errors (have at least two others review your resumé).
- Use capital letters, bold print, or italics sparingly to highlight parts of your resumé.
- Make sure to follow any instructions set by the employer for resumé submission.
- During the editing process, repeatedly save your resumé as a Word document to prevent file loss.
- Only send PDF versions of your resumé to prospective employers.
- Use a consistent file naming system to help you keep track of your resúmes.
  - *Example:* Resume\_TracyJackson\_10.6.19
- Bring hard copies of your resumé to job fairs and interviews, but do not fold or staple them.
- Use language that those unfamiliar with Boyce/Southern Seminary and Christianity will understand.

# Tracy Ann Jackson

**Address:** 2825 Lexington Street, Lynchburg, VA 24502

**Email:** [jacksonta@students.sbts.edu](mailto:jacksonta@students.sbts.edu) **Cell:** (434) 804-1859

## SUMMARY

Academically Distinguished Humanities major with substantive summer financial internship and leadership experience seeking investment services opportunity.

## EDUCATION

**Boyce College**, Louisville, KY

**Bachelor of Arts, Humanities**, May 2021

Minor: Business Administration; Emphasis: History

Dean's List (2); Cumulative GPA: 3.7 **OR** Major GPA: 3.85

**[You should use cumulative, unless your major GPA is over a 3.0 and cumulative is not. If neither is, then don't include it]**

## RELATED EXPERIENCE

**Shift Manager**, October 2019 – March 2020

Chick-fil-A, Louisville, KY

- Manage a \$310,000 of monthly franchise revenue
- Analyze, report, and recommend stock investments to the group
- Correspond with external agencies to present our team's progress
- Facilitate recruitment events and conducted new-hire interviews
- Coordinate with advisors and staff members to assess organization direction/growth

**Summer Intern**, May-August 2018

Merrill Lynch, New York City, NY

- Assisted financial advisors in Merrill's Global Private Client Division
- Guided \$1,000,000 in assets by placing calls on behalf of intern team
- Researched investment philosophies and portrayed findings in a presentation
- Analyzed extensive data on prospective clients

## SKILLS

Spanish (Intermediate)

Leadership

Social Media Management

Google Classroom (Certified)

Team Building

Oral/Written Communication

## COLLEGE ACTIVITIES

**Vice President**, August 2021-Present

Business Honor Society

- Facilitates involvement among students interested in Business, Management and Administration

**Writing Mentor/Tutor**, December 2019-May 2021

Boyce College Writing Center

- Mentored freshmen by helping them identify academic priorities, set goals, construct and implement plans, and evaluate their progress

**Body** = 11pt Tahoma font | **Name** = 15pt Tahoma font | **Margins** = "Narrow" (.5 inches)

The top half of the resumé demonstrates the candidate's potential to be successful in an entry-level finance position. The bottom half of the resumé adds additional information that tells the story of the candidate's experiences.