

/ Resume Basics

Fundamental Chronological Resume: This format offers employers a clear and straightforward timeline, with your educational and work experiences presented in reverse chronological order for easy comprehension. Sections are thoughtfully organized on the right, providing a visually appealing layout. Depending on your unique circumstances, certain sections may be optional, offering flexibility to tailor the resume precisely to your individual journey and strengths. With this format, you can confidently showcase your qualifications and make a lasting impression on potential employers.

/ Name & Contact Information

What to include:

1. Name
2. City, State
3. Phone Number
4. E-mail Address
5. LinkedIn Profile/GitHub/Relevant Social Media

Keep Your Contact Information Evergreen: We encourage you to ensure your contact information remains easily accessible and up-to-date, so you can be reached seamlessly at any time—today, tomorrow, next week, or even next month. Let your contact details stand the test of time! Additionally, remember to maintain a friendly and professional tone in your voice mail message and email address to create a lasting positive impression on potential employers or contacts. With a warm and polished approach to your contact information, you'll be all set to make meaningful connections in your professional journey.

/ Objective/Summary

When it comes to this section, seeking advice from Career Development can prove invaluable. They can provide valuable insights into whether it should be included in your resume. If you choose to incorporate it, ensure you tailor the section to the specific position or organization you're applying for. Keep it concise and to the point, letting the most relevant and impactful information shine through. Remember, the goal is to keep your resume at one page, so this section may take up valuable space.

/ Education

What to include:

1. Degree
2. Major
3. Name of Institution/Location
4. Graduate Date
5. GPA (cumulative and in major)
6. Relevant Coursework

To ensure your resume stands out, it's customary for education to take a prominent position near the top, showcasing your academic achievements and qualifications. Be sure to include your date of graduation, allowing recruiters to determine your availability for work.

When it comes to including your GPA, it can be a bit tricky. Many employers, especially those with formal new graduate hiring programs, utilize GPA as a screening factor. Generally, if your GPA is 3.0 or higher, consider including it to highlight your academic excellence. If not, discussing your options with a career counselor at your career center can provide valuable insights on how to present your strengths effectively.

Furthermore, featuring relevant coursework on your resume serves as an excellent way to convey your knowledge and skill sets to potential employers. Highlighting how your educational experiences align with the job requirements can make a compelling case for your candidacy. Remember, however, that if you have relevant experience that shows what you learned in the courses, that course does not need to be included.

With careful consideration and strategic choices, your resume can become a powerful tool to secure the opportunities you desire as a new graduate.

/ Experience

What to include:

1. Name of Organization
2. Title/Experience
3. Location
4. Dates
5. Description of the experience (what you did, how you did it, what you accomplished)

Your resume can encompass a variety of experiences, from internships, co-op assignments, full- and part-time jobs, to volunteer engagements. Depending on the position and context, consider featuring a dedicated "Relevant Experience" section, focusing solely on experiences pertinent to the job you're targeting.

To ensure your resume stands out, aim to make the information easily accessible, readable, and comprehensible. Utilize dynamic action verbs to vividly describe your accomplishments, capturing the attention of potential employers. Strategically incorporate keywords from the job description to align your resume with the employer's requirements.

Emphasize your "soft skills" throughout your descriptions, underscoring your ability to collaborate, communicate, and adapt. Whenever possible, quantify your achievements to provide tangible evidence of your impact. More and more employers now value quantifiable items listed on resumes, so be specific in demonstrating how you enhanced productivity, achieved superior results, or contributed to measurable advancements. By incorporating these effective strategies, your new grad resume will shine brightly among other applicants, significantly enhancing your prospects in the job market.

/ Skills

When creating your resume, it's essential to identify and showcase specific abilities, such as proficiency in particular software and language skills. These skills are vital to highlight, as they demonstrate your competence and expertise in specific areas, making you a valuable asset to potential employers. Be sure to present these skills clearly and concisely, enabling recruiters to recognize your unique qualifications and align them with their requirements. By emphasizing these specific abilities, you strengthen your resume's impact and increase your chances of securing the opportunities you seek in your desired field.

/ Activities

While technically optional, the "Activities" section can be tremendously impactful for you, offering compelling evidence of key skills that will immensely benefit you in the job market. Engaging in various activities, such as holding an office in a sorority, participating in student organizations, contributing to theater productions, or playing on sports teams, provides an excellent opportunity to showcase sought-after skills, including leadership, teamwork, communication, and more.

Beyond merely highlighting your skills, this section paints a well-rounded picture of your personality and interests, leaving a lasting impression on potential employers. Demonstrating your involvement in diverse activities further underscores your versatility and adaptability, making you a well-rounded and desirable candidate for any job role. Therefore, consider including this section in your resume to amplify your strengths and bolster your overall appeal to employers.

/ Honors/Awards

Including Honors and Awards on your resume can significantly enhance your candidacy. Focus on including those accolades that directly relate to the job you are applying for, demonstrate noteworthy achievements, or provide concrete evidence of your skills and capabilities. These honors and awards serve as a testament to your exceptional abilities and accomplishments, setting you apart as a standout candidate. By highlighting relevant honors and awards, you create a compelling narrative that showcases your excellence and potential as a valuable asset to potential employers. Tailor this section carefully to resonate with the specific job requirements, and let your achievements shine to leave a lasting impression on recruiters.