



RESUME TEMPLATE & QUICK TIPS

[Your Name]

[Your address]

[Your e-mail and/or phone number]

OBJECTIVE

[What you are applying for and why. Include the position and company. This shows personalization and that you have taken the time to look at the job description.]

EDUCATION

[Degree (BA, BS, MA, etc.)] [(date you received or intend to receive the degree)], [Major and minors], [GPA – not needed, but worth including if over a 3.5], [School name, city, state], [Thesis/Senior project title (if applicable)]

EXPERIENCE

[This is where you will include your most recent and/or pertinent experiences. Include job title, company name, where the job took place, and the duration of time you were at the job, as well as a few bullet points detailing your experience while in the position.]

When listing experience, the bullet points should all begin with action verbs in the present tense (if you still have the job) or past (if you are no longer at the job). Within the bullets, you want to showcase what you did at the position and how it relates to a particular skill or skills. Try not to include more than three bullet points – focus on the unique or most important skills at each position.

Graduate Teaching Assistant, University of Wyoming, Laramie, Wyoming

August 2017 – Present

- ✦ Designed and instructed English 1010: Introduction to Composition (Fall 2017, Spring 2018); Survey I: British Literature to 1700 (Fall 2018); Literature, Media, and Culture: Arthurian Legends (Spring 2019)
- ✦ Co-taught an upper-level Shakespeare seminar (Spring 2018) and Medieval literature survey (Fall 2018)

Some action verbs: design, teach, facilitate, plan, execute, teach, assist, instruct, organize

Some skills to highlight: managing people, time management, leadership, organization.]

HONORS AND AWARDS

[Any awards or honors you received while pursuing your degree. Include: scholarship titles, grants, honors societies, Latin honors (ex: *magna cum laude*) and year received.]

Example: Sesquicentennial Scholarship Recipient – Spring 2020]

SKILLS

[List skills relevant to the position. Include: Microsoft Office, any languages, any specific occupational software knowledge]

REFERENCES

[list the name, position, relationship, and contact information for few references who can speak to your experience and ability if contacted. Make sure to ask permission before giving out your reference's contact information.]

RESUME: QUICK TIPS

A resumé should function as a quick overview of who you are as an applicant, highlighting your experiences, your education, and your skills. It should also show *some* of who you are as a person and give your employer some insight into your potential as an employee.

DO

- Include an objective statement. This shows that you've taken the time to personalize your resumé for your perspective employer.
- Spend time on your experience bullet points. You want them to be concise but informative.
- Use key words. In today's world, many resúmes are run through a computer program before they get to a human. If you don't have key words related to the position you're applying for on your resumé, it might end up in the "no" pile. Find key words through job descriptions and general knowledge of the field in which you're applying.
- Read job descriptions. Use language on your resumé that plays to what the employer is looking for.

DON'T

- Make up information or include experience you wouldn't be able or comfortable to speak to in an interview.
- Go longer than two pages. Until you have decades of experience, you should be able to fit the necessary information on one page.
- Stress if you feel like you don't have enough experience. Just put down what you have and let it speak for itself.
- Use a stock template. It's okay to use a template as a starting point, but employers don't want to receive multiple resúmes which look exactly the same!