



CEHD Career Services

UNIVERSITY OF MINNESOTA

Driven to Discover®

Resume Writing Guide

The Fundamentals

www.cehd.umn.edu/career/resumes/

Essential Resume Components

Your resume is a document that communicates your relevant experiences, skills and strengths to an employer or networking contact. It's an effective and efficient way to tell your story and highlight your unique qualifications. You might have different versions of your resume, and each should reflect your personal brand or professional identity.

The components essential to any strong resume are 1) a [format and visual appeal](#) that is easy to read and represents you well, and 2) having appropriate sections that highlight your experiences and qualifications.

The sections that all versions of your resume have are your **Name Block**, **Education**, and **Experience**. You might have additional sections on your resume, such as a Summary Statement, Honors and Awards, Technical Skills, Licenses and Certifications, Athletics, etc., depending on which of your strengths you want to highlight.

Tip: People with five years or less RELATED experience can have a one-page resume. Most resumes are one or two pages.

Tip: Do not use a premade resume template. These templates are difficult to edit, and you will want to easily change your resume many times. Use a blank Word or Google doc and choose your own formatting.

NAME BLOCK

Your Name Block is the space at the top of your resume where you state your name and contact information. It's an effective way to communicate who you are and add visual appeal to your resume. Be creative with your Name Block and use font and design elements that reflect your brand and are fitting for your career field.

Tip: Use the same Name Block on all your marketing materials (cover letter, resume, reference page) for consistency and to reflect your professional identity.

Fundamentals

- ★ Use your U of M email address if you are a current student or recent graduate.
- ★ List your city and state. You do not need to list your full street address.
- ★ List a phone number where you can be easily reached. Have a brief, professional voicemail message as it may be an employer's first impression of you.
- ★ Include your LinkedIn profile or other online portfolio URLs if they reflect your professional identity well.

Sample 1 - Name Block

JOB SEEKER (they/them)
Minneapolis, MN | (612) 625-3339 | seek123@umn.edu

Sample 2 - Name Block

Job Seeker
seek123@umn.edu, Minneapolis, MN, (612) 625-3339
www.linkedin.com/in/JobSeeker/

SUMMARY STATEMENTS

A Summary Statement is an optional section you can add near the top of your resume that highlights the specific strengths you have that an employer is looking for. A Summary Statement is a good way to tailor your resume, incorporate your professional identity, and make it easier to see your relevant qualifications and skills.

Summary Statements can also be labeled Summary of Skills, Professional Highlights or Career Profile.

Tip: If you have multiple experiences or jobs on your resume that used similar skills or duties, a Summary Statement can reduce the need to repeat skills in each position.

Fundamentals

- ★ Be specific, descriptive and focus on the qualifications of the opportunities you are applying to.
- ★ Review position postings to determine the specific skills, qualifications, and key words to focus on in your summary.
- ★ Incorporate your career interests and goals and use industry specific language.

Sample 1 - Summary Statement

Summary of Skills

- Over two years' experience in all aspects of human resource development
- Capable of working quickly and accurately under pressure to successfully meet due dates
- Proficient computer skills, including detailed knowledge of all Microsoft Office applications and ability to learn new software programs quickly

Sample 2 - Summary Statement

CAREER PROFILE

Self-motivated individual driven by a strong interest in contributing to the success of post-secondary students. Experienced in coordinating undergraduate activities, providing leadership and support to student research assistants. Excels in teaching and communicating ideas. Inspires enthusiasm and confidence in students. Passionate about teaching and confident in ability to lead others in doing the same.

EDUCATION

Focus on your college-level education. List your most recent institution and degree first. Include the date you received your degree or your expected graduation date.

Tip: Do not list your high school in your education section. If you had unique experiences while in high school (e.g., Dean's List, leadership positions, athletic achievements, activities related to your career field), list them in your Honors and Awards, Skills, Experience, or other sections.

Tip: List only the expected date of graduation for your current college program, not the date you started college.

Fundamentals

- ★ Include Name of Institution, College or Department, Institution's City and State, Degree, Major and Graduation Date
- ★ List the correct degree (Bachelor of Science or Bachelor of Arts) and spell it out (rather than B.S. or B.A.).
- ★ GPA is optional. Consider including your GPA if it's over 3.0.

Optional Sub-Headings or Separate Sections

- ★ Relevant Coursework
- ★ Honors and Awards
- ★ Licenses and Certifications
- ★ Learning Abroad
- ★ Professional Development

Sample 1 - Education

BACHELOR OF SCIENCE IN FAMILY SOCIAL SCIENCE Expected May 2024
College of Education and Human Development, University of Minnesota Twin Cities Minneapolis, MN
GPA: 3.6

Sample 2 - Education

University of Minnesota – Twin Cities | Bachelor of Science in Kinesiology
GPA: 3.59 December 2021
College of Education and Human Development's Dean's List: Fall 2020, Spring 2021
Relevant Coursework: Human Anatomy and Physiology; Prevention and Care of Athletic Injuries; Orientation to Physical Therapy; Principles of Nutrition; Medical Terminology

Sample 3 - Education

University of Minnesota, College of Education and Human Development, Minneapolis, MN
Masters of Art, Educational Psychology: Counseling and Student Personnel Psychology May, 2022
Concentration: Higher Education

Bachelor of Arts, Psychology May, 2017

Sample 4 - Education

Bachelor of Science in Business & Marketing Education
University of Minnesota – Twin Cities
Minor: Digital Media Studies

2025 Expected Graduation
Minneapolis, MN

General Education Courses
Central Lakes College

September 2020 - June 2022
Brainerd, MN

Sample 5 - Education

MINNESOTA TEACHING LICENSES

Early Childhood Education (birth–3rd grade) Aug. 2022
Early Childhood Special Education (birth–age 6) Aug. 2022

EDUCATION

University of Minnesota, College of Education and Human Development

Masters of Education; Early Childhood Special Education Expected Grad: 2024
Bachelors of Science; Foundations of Education, Early Childhood May 2022
Minor in Youth Studies

CERTIFICATIONS

American Heart Association 2022
CPR

EXPERIENCE

Include both paid and unpaid experiences where you gained relevant and transferable skills. Include opportunities you've had in jobs, volunteer opportunities, school and community projects, clubs, teams, and associations. You can differentiate between relevant and non-relevant experiences by grouping them in separate sections. For example, "Relevant Experience" and "Additional Experience."

Fundamentals

- ★ For each experience include your position title, name of organization, city, state and dates.
- ★ List positions in reverse chronological order (most recent experience first).

- ★ Multiple positions within an organization should be listed separately (still in reverse chronological order) under the company name and can highlight any promotions.

Optional Sub-Headings or Separate Sections

- ★ Community Service
- ★ Technology Skills
- ★ Language Skills
- ★ Licenses, Certifications
- ★ Athletics

Position Title	Dates
Name of Organization (Company, School, Club, etc.)	City, State
<ul style="list-style-type: none"> ▪ Bulleted list of your position responsibilities and accomplishments ▪ The most important information, with the most detail, should be listed first ▪ Write strong skills statements that are concise but include relevant details 	

Strong Skills Statements = Action Verb + Details + Outcome/Result

Action Verb	<ul style="list-style-type: none"> ★ Start your skill statements with a strong action verb ★ Avoid repetition and vague words like "Worked," "Taught" and "Responsible for" ★ Don't use personal pronouns (I, we, me)
Details	<ul style="list-style-type: none"> ★ Concisely state the situation, problem, or need that you fulfilled ★ Quantify and qualify your work when possible ★ Examples: "Managed 40 internal accounts ...;" "Communicated to management daily ..."
Outcome / Result	<ul style="list-style-type: none"> ★ What happened because of your action on the problem, situation, or need? How did the result contribute to the organization or company? ★ Emphasize your accomplishments and achievements rather than focusing on your responsibilities. What skills and strengths did you gain or use? ★ Example: If you worked at a front desk, give a specific description, such as: "Fielded calls from 4 incoming telephone lines (average of 100 calls/hour)." ★ Example: For teacher candidates, instead of stating "maintained control of classroom" describe how you did that: "Applied low-profile intervention techniques to effectively maintain classroom control."

Sample 1 - Experience

Gopher Café
Delivery Driver

Minneapolis, MN
May 2020–Sept. 2021

- Completed on-time deliveries by choosing best and most efficient routes.
- Communicated customer feedback to management for swift resolution.
- Secured food to prevent loss and maintain freshness during transport.
- Completed rush deliveries on tight timetables to satisfy customer needs.

Sample 2 - Experience

Rowing Representative, Student Athlete Committee, University of Minnesota
Minneapolis, MN

2018 - 2019

- Collaborated with other University of Minnesota athletes through monthly meetings
- Discussed issues concerning the NCAA, Big Ten Conference, and U of MN Athletics
- Spoke at various elementary schools to students regarding healthy and active lifestyle

Sample 3 - Experience

Student Teacher
Gopher Elementary School

August 2022-Present
St. Paul, MN

- Lead literacy and math lessons for 5- and 6-year-olds
- Coordinated small-group activities for 18 kindergarten students
- Consulted on socio-emotional learning with Teachers

Sample 4 - Experience

UMN RecWell Equipment Room Attendee
University of Minnesota – Twin Cities

September 2021–Present

- Maintained instruments to help team complete tasks quickly and with accurate outcomes
- Monitored incoming and outgoing tools and verified inventory.

Format and Visual Appeal

- ★ Be consistent in your formatting and font styles throughout your resume.
- ★ Only use font styles that are easy to read and appropriate to your career field, e.g., Arial, Calibri, Times New Roman or similar fonts.
- ★ Your name in your Name Block should be the largest text on your resume. Usually 16-24 point font. The size your contact information can match the format you use for your section headers (Education, Experience, etc.)
- ★ Aside from your Name Block and section headers, use 10-12 point font for your resume text.
- ★ Have defined sections and use clear headings.
- ★ Use font style, size, bold or italics to highlight important information and headings.
- ★ Keep dates on the right side of the page.
- ★ Spell out acronyms.
- ★ References are a separate document from your resume.