



Campus Life Building · Room 220 · DeKalb, Illinois 60115
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Sample Resume Sections

Your Name Prominently Displayed in Bold

Street Address
City, State, Zip Code
Phone Number Area Code First
E-mail with Hyperlink Removed

OBJECTIVE (A short statement of what you want from the employer, should be tailored to a job description)
A position as a (an) <Job Title> OR A position in the field of <Industry Name> using <Key Skills>

EDUCATION (List degrees in reverse chronological order, highest and most recent first)
Bachelor of Arts/Science in <Name of Major>, Graduation Date
Northern Illinois University, DeKalb, Illinois
Minor/Emphasis: **Name of Minor/Emphasis**
GPA: **X.XX/4.0** (Only need to include GPA if it is above a 3.0)

ADDITIONAL SKILLS

Computer: MS Word, Excel, PowerPoint, List any other relevant computer software skills
Foreign Language: Conversant/Fluent in <Foreign Language>

EXPERIENCE (List all jobs in reverse chronological order or by order of importance relative to employer)

Position Title, Employer Name, City, State, <Month Year Start> to Present

- Write a bulleted list of key results you produced and skills you applied on this job
- All items underneath experience should begin with an ACTION WORD (Observe, Analyze, Coach, etc.)
- To ensure list items read properly, read them aloud starting with the word "I"
- (EXAMPLE) Increased sales of power tools by 23 percent through use of persuasive sales techniques

Position Title, Employer Name, City, State, <Month Year Start> to <Month Year>

- Bullets under current jobs should be written in present tense; bullets under previous jobs should be written in past tense
- Starting each bullet off with a different action word helps the resume not sound repetitive
- There is no prescribed minimum or maximum for the number of bullets under each job title
- Use detail when writing a bullet; make sure that the bullet is applicable and relevant to an employer.
- While it is important to avoid excessively wordy sentences, it is acceptable for your bullets to be two lines long

OPTIONAL SECTION(S) (HONORS, STUDENT ACTIVITIES, VOLUNTEER EXPERIENCE, ETC.)

Position held, Organization, Month Year to Month Year (OR Season Year to Season Year)

- Same bullet format as above: Verb and then a sentence
- Award Name**, Institution/Organization involved, <Month Year>

Formatting:

Margins: 0.7 inches to 1.0 inch
Font: Times New Roman OR Arial
Size: Between 10 Point and 12 Point

For most entry-level careers, the resume should be no longer than one page long

To access all Career Services' handouts, visit: www.niu.edu/careerservices/handouts.html #055 06-07