



NORTHERN ILLINOIS UNIVERSITY

Career Services

Division of Academic Affairs

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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