

Blaze R. Dragon

Career Services, B-5 Van Hoesen Hall, Cortland, NY 13045
(607) 753-4715 career.services@cortland.edu

NOTES:

- There is no one way to create a resume; this is just one example. You may have different resumes for different positions.
- Try to avoid using downloadable templates; they are difficult to edit and grow with you. If you like the way a template looks, try to create it yourself.
- Resumes are typically 1-2 full pages with margins between .5" and 1.0" and font of 10.5-12 point.
- Proofread so it is error-free. Make sure you have someone else look at your document. Career Services drop-in hours for document review are Monday through Thursday from 1-3 p.m. or by appointment.

EDUCATION:

State University of New York at Cortland, Cortland, NY

Bachelor of Arts/Science in (insert major name here), Expected month (or Semester) year of graduation

GPA: XX/4.0 (if over 3.0) - optional

Study abroad experience can be included here.

EXPERIENCE:

Organization Name, City, State

Position Title, Dates

- There should be more than one experience section! A common option is creating a "Relevant Experience" section and an "Additional Experience" section. Other potential sections can include "Internships," "Teaching Experience," "Volunteer Work," etc. Each section can be a mix of paid and unpaid experience.
- Within each section, you want to have experiences in reverse chronological order; i.e. your most recent experience first and work backwards.
- Take off high school experiences after sophomore year unless directly related.
- For each of your experiences, include 2-5 bullet points. Highlight accomplishments from each experience and skills used.

Organization Name, City, State

Position Title, Dates

- Start each of your bullet points with a strong action verb; this includes verbs such as "collaborated," "created," "taught," and "implemented" versus passive verbs including "assisted" and "worked." Use past or present tense. For a complete list, visit Career Services.
- Quantify when you can. Use actual numbers including dollars, people collaborated with, percentages, etc.
- Ensure that you highlight some of your transferrable skills including communication skills, teamwork, and organizational skills. These skills are important to employers!

EXTRACURRICULAR ACTIVITIES:

Include clubs you are involved with, especially if you have executive board positions.

HONORS/AWARDS/ACHIEVEMENTS:

Include awards/honors related to academics, athletics, community, employers, clubs, etc.

SKILLS:

Include technical skills such as foreign languages, computer programs (e.g. Microsoft Office, Adobe), trainings, and certifications.