



- Person whose qualifications most closely match those sought by the employer gets the interview.
- Use same skill/key words in resume as those sought by the employer and provide specific examples.

Key Items for Consideration

- Microsoft Word document and NO TEMPLATES. Templates are difficult to edit and match with employer’s online systems.
- One page only – unless significant related employment/experience.
- Use consistent indentation, capitalization, font style, spacing, and margins (1 inch).
- Use a standard font like Calibri or Garamond in 10 pt or larger; 11 pt is best.
- No personal pronouns (I, me, you, etc.).
- Use boldface for the most important information
- Print on high quality resume paper
- Gather your selling points & prioritize – What key qualifications do you need to highlight? Look for key skills on the job description that employers are looking for. Make the key items stand out.
- Prepare, review and revise

CONTACT INFORMATION

- Should be at the top of your resume.
- Name is bolded and 14-20 point font.
- Address information same font size as main body text (11 pt) and include all information in sample. Spell out Street, Road, Avenue, etc.
- Email should be professional (e.g., NOT hotpants@hotmail.com) and good for at least six months.

BUCKY BEAVER
1500 Birchmont Drive Northeast
Bemidji, Minnesota 56601
bucky@live.bemidjistate.edu
(218) 755-2038

OBJECTIVE (optional)

- Consider a skills summary or “Profile” instead, highlighting what you have to offer.
- Can be beneficial if it matches position listed by employer.
- Can be useful at a job fair where you don’t provide a cover letter.
- Do not include if you are: A) unsure of position employer has available; B) employer has more than one position for which you would like to be considered; or C) you have limited space.

OBJECTIVE
Seeking a summer 20XX internship in the accounting field

EDUCATION

- Include degree, current/intended major, university name with city and state, and expected graduation date.
- List degree first. Can include major on same line to save space.
- Optional components: GPA if above 3.0. Major GPA if above a 3 and overall GPA below, semesters on the Dean’s List, Study Abroad experience, previous colleges attended, related coursework, working 20 or more hours while attending college, national accreditations, etc.
- Omit high school information unless something exceptional or a first / second year student

EDUCATION
Bemidji State University, Bemidji, MN
Bachelor of Science Degree
Major: **Business Administration**
Emphasis: **Marketing**
Minor: **Management Information Systems**
May 20XX



EMPLOYMENT -- use "Experience" as heading if includes relevant unpaid position(s)

- Employers want a reverse chronological (most recent first) list of jobs held with dates of employment.
- List position title first, followed by name of employer/organization, location (city and state) and dates.
- Use "bullets" to list key skills, responsibilities and results. The more relevant the position or key skills used/demonstrated, the more bullet statements.
- Use the same skill words as those used in job posting.
- Give details. Employers want to know exactly what you did and what you accomplished.
- Check to make sure statements are in correct tense. Present tense if currently performing task, past tense if no longer performing task or in position

EMPLOYMENT

Intern, Ameriprise Financial, Minneapolis, MN May 20XX – Present

- Create financial plans for new clients and help manage client accounts.
- Advise clients working with mutual funds, ETF's, REIT's, individual stocks, and VA's.

Server, Applebee's, Bemidji, MN May 20XX – May 20XX

- Trained approximately 10 new staff in company standards and procedures.
- Developed strong interpersonal communication skills providing quality service to thousands of customers.
- Executed accurate and efficient cash transactions in a fast paced workenvironment.

ACTIVITIES AND ACHIEVEMENTS

- Employers want examples of initiative, leadership, teamwork and other job related skills. Demonstrate this by including involvement in extra-curricular activities and other achievements.

ACTIVITIES AND ACHIEVEMENTS

Member, Career Advisory Board, Bemidji State University Spring 20XX

- Chaired Job Fair Committee; led five members planning event for 250 students and 50 employers.

Volunteer Volleyball Coach, Maple Grove, MN Fall 20XX

- Volunteer, Winter Concert Committee, Maple Grove High School
- Designed concert program handout and provided supervision to 35 high school students.
- Assisted in coordination of Parent/Teacher Conferences for Maple Grove High School

ADDITIONAL SKILLS (optional)

- Skill sections should include relevant skills sought by employers such as proficiency in certain computer programs or languages, job specific certifications, foreign language skills, etc.

LANGUAGE SKILLS

- Fluent in English and Spanish

COMPUTER SKILLS

- InDesign, Illustrator, Photoshop, HTML, Dreamweaver and Microsoft Office Suite

***Note: If you must have a two page resume, it should be two separate sheets of paper. Don't staple, paper clip, or print back-to-back. If your resume is two pages, try to fill both pages and include contact information on each additional page.