RESUME GUIDE

COLUMBUS STATE UNIVERSITY
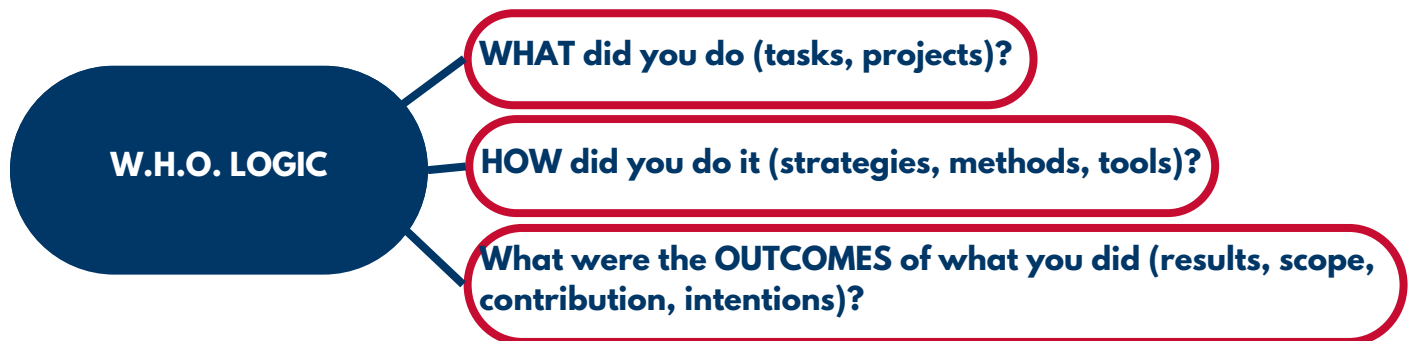CENTER FOR CAREER DESIGN

Defining a Resume

- **Master Resume:** a compilation of all of your experiences (professional, academic projects, service, leadership) in one document; not limited to one page
- **Tailored Resume:** generally a one-page document that includes your most recent, most relevant, and most unique experiences; specific to a particular job description and the job responsibilities related to a position

> *Pro Tip:* **Use JobScan to align the keywords you use in your tailored resume with those your potential employer uses in their job description. This will increase your chances of making it through Applicant Tracking Software (ATS) systems.**

Designing Your Resume

- **Part 1: Contact Information -** Include your name, email address, phone number, and LinkedIn profile link.
- **Part 2: Skills, Trainings, and Certifications -** Include **"hard skills"** like specific computer, technical, business, and field-relevant skills, as well as language skills other than English. Include completed trainings and earned certifications/licenses.
- **Part 3: Education -** Include the name, city, and state of your college/university; the full name of your degree (no abbreviations like B.S., B.A., or B.B.A.); and your expected graduation date.
- **Part 4: Experiences -** For each position, include your title; the name, city, and state of your employer; and your dates employed. Use 3-7 bullet points beginning with a **strong action verb** and following **W.H.O. Logic**.

W.H.O. LOGIC

- **WHAT did you do (tasks, projects)?**
- **HOW did you do it (strategies, methods, tools)?**
- **What were the OUTCOMES of what you did (results, scope, contribution, intentions)?**

> *Pro Tip:* **Incorporate "soft skills" or "people skills" like communication, collaboration, and leadership throughout your Experience bullet points.**

Refining Your Resume

Resume Do's and Dont's

- **DO** schedule a resume review with the Career Center for customized guidance
- **DO** tailor your resume for every position you apply for, rather than submitting your Master resume
- **DO** use consistent formatting to help make your resume look professional and easy to follow
- **DO** use the correct verb tenses (past or present) in each of your Experience bullet points
- **DO** proofread your resume and make necessary edits before submitting it
- **DO NOT** use first-person language (like I, my, me, we) or abbreviations
- **DO NOT** use full sentences in your Experience bullet points (instead, use phrases)
- **DO NOT** download external resume templates (instead, start fresh using the Career Center's Resume Example as a guide)

Schedule a Resume Review!

COLUMBUS STATE UNIVERSITY — CENTER FOR CAREER DESIGN

YOUR NAME

Email | Phone Number | City, State (Optional)

LinkedIn **(Highly Recommended) |** Personal Website/e-Portfolio/GitHub (Optional)

Hard skills ▶

SKILLS, TRAININGS, AND CERTIFICATIONS

- **Computer:** SPSS, Microsoft Office Suite, Google Workspace, Canva, TikTok, Instagram
- **Languages:** Spanish (Fluent), French (Reading & Writing)
- **Certifications:** First Aid/CPR, Green Dot (Sexual Assault Training)

Create and Update Your LinkedIn Profile

EDUCATION

Full name of degree ▶

Columbus State University (Columbus, GA)　　　**Expected Graduation Date: May 2025**

Bachelor of Science in Health Science with a Minor in Entrepreneurship and Small Business

- GPA (Optional): 3.62/4.00
- Honors and Awards (Optional): Phi Kappa Phi Honor Society
- Clubs and Organizations (Optional): Student Government Association
- Relevant Coursework **(5-8 Highly Recommended)**: Personal Health, Contemporary Health Problems, Statistical Computing, New Venture Creation, Entrepreneurial Small Business

EXPERIENCES

Present tense for current position ▶

Business Development Intern

NEWTOWN MACON (MACON, GA) | JUNE 2022 – PRESENT

- Determine key business initiatives, develop comprehensive business plans, and draft final reports in collaboration with local entrepreneurs
- Conduct market research for the introduction of new health-related products and services
- Research and analyze resource management software to streamline project planning

Past tense for previous position ▶

Health Science Student Researcher

COLUMBUS STATE UNIVERSITY (COLUMBUS, GA) | NOV. 2021 – PRESENT

- Analyzed recent convergence of male and female life expectancy in the U.S. by using SPSS statistical software and Excel
- Parsed large data sets and modeled trends by age, sex, and cause of death with the statistical computing language of R
- Discovered critical gender disparities in younger age groups not in previous literature
- Presented at the 2022 Tower Day Undergraduate Research Conference at Columbus State University

Scan for Strong Action Verb Examples

Student Government Association Senator (Class of 2025)

COLUMBUS STATE UNIVERSITY (COLUMBUS, GA) | AUGUST 2021 – MAY 2022

- Managed and marketed a personal campaign to be elected to represent the student body on issues regarding the quality of life on campus

Soft skills ▶

- Organized and directed monthly officer meetings
- Planned and publicized university-wide charity events to raise funds for student functions

Scan for W.H.O. Logic Examples