



# WRITING YOUR RESUME

A resume presents your story by highlighting your skills (the things you do well). Employers initially scan a resume for 30 to 60 seconds, so your story needs to be descriptive and concise at the same time. When writing your resume think about what you want the organization to know about you. Identify your top 2-3 skills and the experiences that demonstrate these skills. Below are common resume sections and tips for writing each section!

## Name and Contact Information

- List your name, current address, phone number and e-mail address.
- Add your permanent address if it's helpful information for the employer.

## Education

*What do you want the organization to know about your academic experience?*

- List institutions you attended and location (city/state) in reverse chronological order.
- Include degree you will receive; month/year of graduation.
- Optional information includes: GPA (3.0 or above overall or in concentration); course highlights; awards/honors; study abroad; high school (if you are a 1st or 2nd year student).

## Experience

*What do you want the organization to learn about you from reviewing your experiences?*

- This section highlights your most relevant experiences and can include volunteer, leadership, work, internship, and/or extracurricular experiences.
- To draw the organization's attention use more than one experience section with titles that emphasize the specific types of experiences that connect with the employer. For example: community service, research, international, leadership.
- Include title, name of organization, location (city/state) and dates (month/year).
- Describe experiences highlighting skills used/gained and tangible accomplishments.
- Use action verbs and phrases (rather than full sentences) to keep the language action oriented and focused on skills and accomplishments.
- Use the "bullet plus" to strengthen your descriptions. Include what you did plus how, why or the impact of your work. See the next page for examples.

## Activities/Club Involvement/Volunteer/etc.

*What will these sections add to the story you are presenting to organizations?*

- These sections are optional and highlight experiences not listed in other sections.
- The experiences may be described or simply listed.

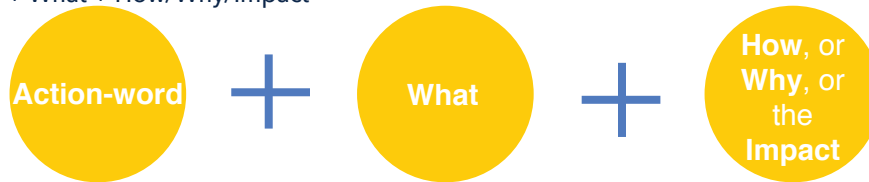
## Skills

- Optional section that highlights skills not mentioned in other section(s) (e.g., language ability and level of proficiency, technical skills).

## Ready To Write a “Bullet Plus”?

When writing a bullet plus use the formula:

- Action Verb + What + How/Why/Impact



More bullet plus examples:

- *Basic bullet: Developed interpersonal skills*
  - **Bullet plus:** *Developed interpersonal skills by facilitating cross-cultural conversations with Malawian teens and community members. (how)*
  
  - *Basic bullet: Created real interest monitoring tool*
  - **Bullet plus:** *Created real interest monitoring tool to study the effect of rate changes on foreign exchange levels (why)*
  
  - *Basic bullet: Directed actors in productions*
  - **Bullet plus:** *Directed 5-10 student actors and managed technical team in both short and full-length productions attracting audiences of 100+ (impact)*
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## Quick Tips:

- Keep your document to one page
  - Put your experiences in reverse chronological order in each section
  - Keep your formatting consistent and easy to skim quickly (ie. put job titles, dates, locations, etc. in the same location each time)
  - Use bullets, not paragraphs
  - Quantify when possible and use the Bullet Plus Formula to show skills, not just tasks
  - Tailor your resume to the experience for which you are applying
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## Frequently Asked Questions:

*What should be included on my resume?*

- Your resume is your chance to showcase the core experiences that prepared you for the job/internship/program. Work experience and internships are great to include, but don't forget that club involvement, athletic teams, volunteer work, and large-scale projects can also be included.

*Should I include high school experiences?*

- As a rule of thumb, most first and second years will have high school experiences still on their resume. As you gain more experience in the college setting, you'll begin to replace your high school activities with college ones.

*What should my section headings be named?*

- Choose based on the themes in your experiences! Common headings include: Work/Professional Experience, Clubs/Student Organizations, Leadership Experience, Service/Community Involvement, and "Additional".

*Is there a template I must use?*

- We recommend you use the format that best works for you! If you need help getting started with a format, check out our samples in this document or on our website.

Check out the University Career Center website for more resources at  
[www.careercenter.umich.edu](http://www.careercenter.umich.edu)

# Dan A. Hall

youremail@umich.edu

## Present Address

3200 Student Activities Bldg.  
Ann Arbor, MI 48109

## Permanent Address

515 East Jefferson  
Ann Arbor, MI 48104

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## Education

**University of Michigan**, Ann Arbor, MI

May 20xx

Focus in Psychology and Human Development

Current GPA: 3.3/4.0

*Relevant Coursework:* How to Change the World, General Psychology, Building Blocks, Developmental Psychology, Psychology of Music

**Hanover Park High School**, East Hanover, NJ

June 20xx

GPA: 4.2/5.0

*Relevant Coursework:* Art of Writing, AP Language Arts, AP US History I/II

## Community Service

**Amnesty International**

Winter 20xx

- Participated in organization of Free Burma Benefit Concert to raise awareness of the Free Burma movement
- Presented facts and statistics at events and concerts to educate audience on issues
- Streamlined event logistics and ensured successful programming by managing scheduling and contacting guest speakers

**Appalachia Service Project**, Appalachian Area

July 20xx - Present

- Served as senior representative for six-member team repairing homes in underserved communities
- Fostered relationships with families by engaging in lunch hour conversations and activities
- Organized church service and group projects with the goal of enhancing the 10 day trip

**Citihope International Trip to Malawi**, Africa

March 20xx

- Provided healthy lunch service to orphanages and day care centers
- Hand-delivered sustaining goods to churches, hospitals, and prisons in surrounding areas
- Expanded interpersonal skills by facilitating cross-cultural conversations with Malawian teens and community members
- Taught personal hygiene lessons to incarcerated adults
- Presented experiences to church members and elementary school children using PowerPoint

**30 Hour Famine Event**, Morristown United Methodist Church

April 20xx

- Managed team of four in coordinating event aimed at teaching youth about food accessibility
- Educated participants about hunger issues through invited speakers and planned activities
- Organized spreadsheets, calendars, and other documents for event using Microsoft Word and Excel
- Presented proposal to congregation to gain financial support for event

## Extracurricular Activities

- K-grams (mentoring program for local elementary children), University of Michigan
- Symphonic Band, Hanover Park High School
- Hanover Park Debate Team, Hanover Park High School
- The Forum Newspaper, Features Editor, Hanover Park High School

# Mason Hall

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## EDUCATION

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### UNIVERSITY OF MICHIGAN

*Bachelor of Science in Economics & Physics*

*May 20xx*

- **GPA:** 3.79/4.00
- **Honors/Awards:** Five terms University Honors (GPA higher than 3.5), James B. Angell Scholar (Two consecutive A terms), William J. Branstrom Freshman Prize (awarded to top 5% of freshman class/Fall 20xx)
- **Course Highlights:** Econometrics, International Finance, Modern Physics, Law and Philosophy

## RELATED EXPERIENCE

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### JPMORGAN CHASE

**Ann Arbor, MI**

#### Summer Analyst, Corporate Rates & FX Derivatives

*Sept. 20xx — present*

- Developed over 50 client interest rate and foreign currency exposure profiles from financial statements providing senior marketers research to develop client-specific hedging strategies.
- Worked with analysts to structure and price various derivative products while creating unique and novel methods to present hedging recommendations to clients.
- Created real interest rate monitoring tool to study the effect of rate changes on foreign exchange levels. The tool became part of regular research materials and was published in *JPMorgan's FX Markets Weekly*.
- Wrote daily and weekly interest rate and foreign exchange market updates, summarizing news and data from various sources to inform clients of recent market movements, trends and outlooks.

### UNIVERSITY OF MICHIGAN CAREER CENTER

**Ann Arbor, MI**

#### Peer Advisor

*Sept. 20xx — present*

- Coach clients on career related issues by assessing client needs and connecting with appropriate resources/services.
- Develop and conduct group presentations on career topics to student organizations.
- Create outreach strategies to better market the Career Center and its resources to the campus community and improve off-site presentations.

### CHRYSLER

**Ann Arbor, MI**

#### Intern, Economics Department

*June — August 20xx*

- Created a long-term economic model based on industry and macroeconomic variables (i.e. GDP, gasoline prices, unemployment rates, interest rates, and demographics data) to simulate and forecast automotive sales.
- Streamlined methods to calculate and forecast buying propensities based on data from third party sources. Reduced processing time from two weeks down to three hours.
- Studied and explored strengths of accepted industry leading indicators to improve automotive industry trend forecasting.
- Regularly presented results to Chief Economist and other executives. Sole undergraduate intern in office.

## LEADERSHIP EXPERIENCE

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### NADANTA, INC.

**Ann Arbor, MI**

#### Webmaster

*20xx — 20xx*

- Branded organization's message through website content resulting in increased media usage.
- Redesigned website to improve user experience.

#### Lead Actor

- Performed lead roles in dance dramas for audiences of 3000+.
- Collaborated with other actors building trusting relationships to create a strong presentation for the audience.

### ANGELL CAMP

**Ortonville, MI**

#### Program Director

*20xx — 20xx*

- Supervised volunteer and paid staff in program planning and execution for camp population ages 5-16.
- Created policies and implemented new practices to achieve national accreditation.
- Facilitated small group conversations on conflict resolution and group dynamics.