

PRESENTATION/FORMATTING:

- Length: 1 page is recommended for most undergraduates or individuals with less than four years of professional experience
- Font size: 10-12 pt. (no smaller than 10 pt.). Your name may be larger (14 pt.)
- Bold/Italics: Be consistent (i.e. all organization/company names in **bold** and titles in *italics*)
- Margins: Between .5 – 1” all sides
- Bullet points: Use bullet points under each of your experiences at the beginning of each descriptive phrases
- Use of periods: Avoid using periods at the end of bulleted accomplishment statements
- Accomplishments: When an accomplishment runs onto a second line, make sure the lines are balanced rather than having one long line and just a few words on the following line
- Images: Logos, pictures and graphics are not recommended (exception may be made for graphic design students)
- Grammar: Use proper spelling and grammar throughout (in addition to using spellcheck, have someone proof a hard copy of the resume and read it out-loud to find hidden typos). Eliminate the use of personal pronouns (i.e. I, my, me, our)
- Templates: Use Microsoft Word or Pages to write your resume instead of using a resume template
- References: These are not necessary, unless an employer asks you to include this information on your resume. References are usually listed on a separate page and provided when requested by the employer

SUMMARIES AND EXAMPLES FOR EACH SECTION OF A RESUME

Personal information

- Name: Your name should be larger (14 pt) and may be in all caps
- Address/Phone: List only one address (or just city and state) and list one phone number at which you can be reached
- E-mail: While you are a student, use your school e-mail address; upon graduation switch to a professional e-mail address
- LinkedIn: Your URL may be added if you have a complete profile. You can also add a website portfolio link if applicable

Objective/Summary/Profile (OPTIONAL)

- Use this section as an opportunity to tell the employer what you are looking for, what you can offer, and to introduce your skill set

Education

- Leave off your high school information (first year students may include this information based on relevance to objective)
- If you are completing two majors, consider saying “dual or double majors in X and Y”
- List all certificates and minors on the line below the major. Study abroad experiences can also be listed
- Include graduation date as “month, year”--not a date range; it is not necessary to say “expected” or “anticipated”
- GPA can be listed if it is above a 3.0, it is not recommended to include a GPA under 3.0
- If you transferred to SHU and wish to include your prior school, it should be set up in same format as Seton Hall University

Seton Hall University, School (if applicable)
Bachelor of Arts **OR** Bachelor of Science in [insert major]
Major [insert] Minor [insert]

South Orange, NJ
May 20xx
GPA 3.5; Dean’s List (every semester)

Honors & Awards

- Create a separate Awards section if you have three or more awards; otherwise, include under appropriate heading (i.e. list scholarship or Dean’s List in the Education section)
- An award should only be listed in one section (i.e. Dean’s List should be in either Awards or Education sections, not both)
- Include dates to indicate when you received the award and/or current involvement

Leadership Development Honors Program
Recipient of Seton Hall University Academic Scholarship, annual award

Fall 20xx - Present
Fall 20xx

Experience

- This section can include all experiences relevant to the position, organization, or industry regardless of whether they are paid or unpaid (i.e. work experience, volunteer opportunities, internships, professional association/club involvement, leadership/on campus roles, community leadership)
- Descriptive phrases should begin with action verbs (i.e. Managed, Created, Updated) and end with outcomes or results
- Use consistent verb tenses – past experiences should be in past tense; present experiences in present tense
- Put positions in reverse chronological order (i.e. start with most recent)

- List multiple positions from one employer under one heading (there is no need to list the employer name multiple times)
- Include city and state only, not street address; include starting and ending date as “month, year” (or “Present” if current)

LT Apparel Group <i>Marketing Intern</i>	New York, NY September 20xx - Present
<ul style="list-style-type: none"> • Research web sites of competitors and make recommendations to senior management to strengthen the company’s online presence and boost sales • Participate in brainstorming sessions to create new campaigns for clients • Assist with the planning and communication during photo shoots to ensure all parties are on site when needed 	
Seton Hall University <i>Peer Adviser (Student Instructor), Freshman Studies</i>	South Orange, NJ September 20xx - May 20xx
<ul style="list-style-type: none"> • Co-instructed 3 sections of an academic success course focused on successful transition from high school to college • Provided individual mentoring to guide and enhance students’ social, educational, and cultural development 	
Barnes and Noble <i>Bookseller/Cashier</i>	Clifton, NJ June 20xx - August 20xx
<ul style="list-style-type: none"> • Worked with a team to meet or exceed sales goals, demonstrating extensive product knowledge and using strong customer service skills to encourage repeat business • Handled cash and credit transactions with a high level of accuracy • Trained five new employees to ensure positive customer service and awareness of company policies and procedures 	

Leadership Experience and/or Memberships and/or Volunteer Experiences

- Combine these sections or list them separately depending on the amount of information, relevance, and space available
- Bullet points can be added if you want to showcase a key accomplishment in a descriptive phrase

Alpha Phi International Sorority , <i>Director of Marketing</i>	September 20xx - Present
<ul style="list-style-type: none"> • Created an award-winning website and design promotional brochure to increase membership 	
Seton Hall Varsity Baseball , <i>Captain</i>	20xx - Present
<ul style="list-style-type: none"> • Assist with coordinating conditioning schedules, planning team meetings, and mentoring new players 	
The Setonian (weekly school newspaper), <i>Sports Writer</i>	January 20xx - May 20xx
<ul style="list-style-type: none"> • Contributed weekly articles to the Sports section that included game highlights, summaries, and previews 	

Skills

- Include computer, language, certifications/licenses, laboratory, graphic design, and social media if related to the position
- Do not list only “Microsoft Office”; spell out Microsoft Excel, PowerPoint (all one word), Word, Access, Publisher
- Only list language skills if you are fluent and confident speaking or writing the language at a proficient level
- Avoid including attributes such as hardworking, motivated, etc. or skills such as analytical, planning or interpersonal

Computer: Microsoft Office Excel, PowerPoint, Word; Qualtrics
Programming: C++, HTML, Mathematica, Dr. Racket, Bash Scripting
Language: Fluent in Spanish (written and oral)
Social Media: Facebook, Pinterest, Twitter, Hootsuite, LinkedIn, Instagram, Snapchat, WordPress
Laboratory Skills: NMR Spectrometry, Column-Thin Layer and High Pressure Chromatography, Microwave-Assisted synthesis, Data Processing and Visualization, Infrared and Electronic Spectroscopy
Graphic/Web Design: Photoshop, InDesign, Dreamweaver, Weebly

Optional Sections (may be listed separately or combined depending on the amount of information)

Coursework

- List 6-9 courses that are relevant to the position you are applying to

Business Writing	Principles of Marketing	Managerial Accounting
Sport Management	Business Law	Financial Accounting

Projects

- Classroom or club projects are a great way to show your skills, especially if you have little or no work experience

Advertising Analysis Course, College of Arts & Science	Fall 20xx
<ul style="list-style-type: none"> • Researched Estee Lauder product including current market position, competition, and budget • Created a comprehensive media plan and advertising campaign, presented plan to a panel of experts 	

To develop a draft or critique of your resume, please call The Career Center at 973-761-9355 or stop by 209 Bayley Hall to schedule an appointment with your career advisor.