

WRITING A RESUME

PURPOSE

The purpose of a resume is to give a 30-second snapshot of your qualifications. Your resume will initially be skimmed, not read. Keep your information pertinent and concise. Tailor your resume as much as possible to the position for which you are applying.

CONTACT INFORMATION

- Include your name, email address, mailing address (campus and permanent), and phone number.

EDUCATION

- Start with W&L (most recent). Include location, graduation date, major, and GPA.
- You can also include your major GPA and any completed coursework that is relevant to the position for which you are applying.
- Include study abroad experiences with name of university, location and dates.
- Adding your high school information is most acceptable for younger students and those interested in teaching.
- Honors and awards may be listed in this section or in a separate category.

EXPERIENCE

- This includes paid work, volunteer, research, internship, etc.- anything related to the position.
- With each entry include company/organization name, location, dates, your title, and a brief description of your experience.
- Write your descriptions using statements beginning with action verbs in proper tense.
- Focus on skills and accomplishments - AVOID using the phrase “responsibilities included...”

ACTIVITIES

- Include campus activities, sports, and/or any extracurricular involvement.
- Include organization name, dates involved, and position held (if applicable).
- Describe your roles and responsibilities within each organization using action verbs.

SKILLS

- Include computer, language, and any other relevant skills.

INTERESTS

- Include unique or “career-related” interests. This is an optional category.

WHAT NOT TO DO

- DO NOT: include references, use personal pronouns, or **MAKE MISTAKES**.

PROOFREAD!!!

Visit [W&L JobLink](#) to begin your resume. Also, visit Career Services to have your resume reviewed!