

Resume Basics

Your resume is not a static document – it should be molded to highlight your qualifications to fit the requirements of each position or program you are applying for. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

ORGANIZATION & LAYOUT

- Organize content according to what is required and relevant to the position or program.
- Use margins (½-1-inch), sections, or columns to balance and organize your content.
- Draw attention to content on the left-side by balancing your resume with content on the right-side (by using justification, spacing, or tab settings).
- List experiences in reverse-chronological order (present to past) with the most recent, relevant content listed first (near the top of each section).

FONTS & STYLE

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate style elements like bolding, italics, CAPITALIZATION, and underlines to draw attention to the most important parts of your resume. Generally, each style should emphasize a single type of information.

SECTIONS & INFORMATION

- Create section titles that market your experiences.
- Be sure to edit your resume to match what an employer asks for in the job description (required education, experience, and skills).
- Format your information to make it easily accessible to the reader. It is much easier to skim bullet points for information than paragraphs.
- Be thorough but concise.

Scenario for sample below: Recent graduate is applying for a job as an Activities Director for an adult living facility. This alum uses the Combination Resume style to best highlight their academics and adult program experience and place less emphasis on their current work in customer service.

Name

Address • City, State

Phone • Email

EDUCATION

Bachelor of Arts in Sociology

University of Wisconsin-Stevens Point

May 2023

Stevens Point, WI

Minors: **Psychology and Business Administration**

Certificate: **Basic Second Language Proficiency in Spanish**

Selected Coursework: Sociology of Aging, Cognitive Psychology, Cultural Perspectives of Family, Sociology of Sport, Sociology of Mental Health, Psychological Assessment

SUMMARY OF QUALIFICATIONS

- 1000+ hours of volunteer experience working with a local adult recreation program.
- Multiple semesters of coursework discussing ethics in human services field.
- Client-focused approach to program development and implementation.
- Extensive academic background in sociological and psychological theory.
- Experienced supervisor capable of managing multiple competing tasks in a timely manner.
- Manage budgets, inventory, and schedules to keep establishment running smoothly.
- Develop positive rapport with clients using active listening, empathy, and coaching skills.
- Effectively use de-escalation skills to address behavioral concerns.

ADULT PROGRAMMING EXPERIENCE

Adult Adapted Recreation Program Volunteer

Stevens Point YMCA

September 2020-Present

Stevens Point, WI

- Coach and mentor program participants during various sporting activities
- Co-lead trips around Stevens Point, engaging participants in volunteer opportunities and building connections with local community members and business owners
- Co-plan virtual and in-person social events, including dances, board game nights, and field trips
- Role-model good sportsmanship, teamwork, inclusion, and positive team spirit

Activities Assistant

Willow Brooke Point Senior Living

June 2019-April 2020

Stevens Point, WI

- Coordinated wellness and recreation activities to meet the needs of each resident
- Actively encouraged resident participation to help promote social engagement, physical activity, and overall health and wellbeing
- Conducted assessment of activities to meet individual treatment goals and collective resident needs
- Led field trips and organized resident transportation to activity programs within the community to promote connections to Stevens Point and surrounding areas
- Accurately communicated concerns and incidents to care team staff and documented notes within electronic medical record system
- Developed handbook outlining community activities and contacts for future use

CUSTOMER SERVICE EXPERIENCE

Assistant Store Manager

Trainer/Server

Buffalo Wild Wings

July 2023-Present

August 2020-July 2023

Stevens Point, WI

Customer Service Intern

Charter Communications

May-August 2020

Plover, WI