

# Resume Basics

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. 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:

## SPECIAL CONSIDERATIONS

### **Length**

A functional resume can be used across many fields. Research your field to learn about appropriate lengths.

### **Unique Sections**

The unique and defining factor of a functional resume is how you present your skills. The skills you have developed fall under headings that will catch an employer's attention. Your work experience is minimized. This is helpful if you have not worked in your field, you have gaps in work history, or if your experiences were all short-term.

## ORGANIZATION & LAYOUT

- Organize content according to what is required and relevant to the position or program.
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content.
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key.

## 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 **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume.
- Each style element should emphasize a single type of information.

## SECTIONS & CONTENT

- Create section titles that market your experiences and align with what an employer or program is looking for.
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description.
- List section information in reverse-chronological order with the most recent, relevant content first.
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs.
- Be concise but thorough – do not ramble or use irrelevant “filler” words.

**Scenario for sample below:** *Recent graduate is applying for a human resources position for a large insurance company. This alum uses the functional resume format to best highlight their relevant skills from various past work experiences.*

# Name

Phone  
City, State

LinkedIn URL  
Email

## EDUCATION

### ***Bachelor of Arts in Sociology***

University of Wisconsin-Stevens Point

Minors: **Business Administration and Psychology**

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

May 2023  
Stevens Point, WI

## PROFESSIONAL SKILLS

### **Communication**

- Onboard new team members, ensuring all employees receive a positive introduction to the company and that in-person and virtual training modules are completed to corporate standards.
- Quickly and effectively address employee concerns and conduct issues to maintain a safe work environment.
- Discuss internet and phone service plan options with current and prospective customers.
- Troubleshoot various technical issues regarding internet and telephone services.
- Provide feedback during team meetings to improve response times to customer queries.

### **Teamwork**

- Partner with Store Manager to ensure corporate initiatives, values, and culture are modeled and trained within the store.
- Co-lead trips, engaging participants in volunteer opportunities and building connections with local community members and business owners.
- Co-plan virtual and in-person social and community-building events, to include board game nights and field trips.
- Contribute to the overall function of the restaurant by helping bus tables, delivering orders, and covering additional shifts.

### **Organization**

- Manage daily and weekly budgets; oversee ordering of product inventory.
- Recruit, screen, and interview candidates; work with Store Manager to ensure open positions are filled in a timely manner to meet labor needs.
- Travel to other store locations to assist with new store openings and training.
- Coordinate and maintain employee recognition programs to keep team motivated.
- Update policies and procedures, as necessary, to reflect local, state, and federal COVID restrictions and regulations.

## EXPERIENCE

*Assistant Store Manager*

*Trainer/Server*

Buffalo Wild Wings

Jul 2022-Present  
Aug 2021-Jul 2022  
Stevens Point, WI

*Customer Service Intern*

Charter Communications

May-Aug 2021  
Plover, WI

*Activities Assistant*

Willow Brooke Senior Living

Jun 2019-Apr 2021  
Stevens Point, WI

*Cashier*

Culver's

Aug 2018-Jun 2019  
Plover, WI