

# Resume Basics

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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: Depending on your experience, your resume can be one to two pages
- Unique Sections: Be sure to include volunteer experiences, coursework, and internships; these may be the best way to highlight the skills you have gained

## ORGANIZATION & LAYOUT

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- 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

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- 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

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- 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.

# Name

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Phone \_\_\_\_\_ City, State \_\_\_\_\_  
Email \_\_\_\_\_ LinkedIn URL \_\_\_\_\_

## EDUCATION

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*University of Wisconsin-Stevens Point (UWSP)* Stevens Point, WI  
**Bachelor of Science in Political Science** May 2023  
Minors: **History and Spanish**

## COMMUNITY OUTREACH EXPERIENCE

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*Americorps* Madison, WI  
**Community and Food System Improvement Project (CFSIP) Leader** June 2022-Present  
**CFSIP VISTA Member** June 2020-June 2022

- Hire and train 10+ Americorps VISTA members annually to provide support for the Gleaners Food Recovery and Senior Food Box programs to supplement food resources for low-income families and communities
- Collaborate with local government officials, community outreach programs, and other VISTA members to expand services to other counties in Southeast Wisconsin
- Coordinate up to 50 volunteers at monthly food and clothing drive events in local municipalities
- Manage annual budget and monitor weekly schedules of team members and volunteers
- Compile and analyze data needed to write annual report; present CFSIP program information at Board of Directors meetings
- Present research on high-risk populations to potential donors and community partners to increase awareness of food insecurity issues
- Attend recruitment events to promote the CFSIP program and answer potential candidate questions about working for Americorps
- Conducted research and analysis of food deserts in Southern Wisconsin; presented research and program expansion proposal to Board of Directors; secured funding for two additional positions to better meet community needs

*College Democrats (UWSP)* Stevens Point, WI  
**Member** October 2019-May 2021

- Canvassed neighborhoods in Stevens Point to educate residents on key platform and voting rights information in preparation for upcoming elections
- Printed and distributed flyers for a variety of democratic speakers including an event for Senator Tammy Baldwin drawing a crowd of over 300 constituents
- Attended weekly organization meetings and regularly assisted with event set-up

*Tony Evers for Governor*

Stevens Point, WI

**Canvasser**

Fall 2022

- Coordinated a group of 20 volunteers to canvas neighborhoods throughout Stevens Point, Wausau, and broader Central Wisconsin areas
- Discussed campaign platforms with potential voters to gauge interest and increase voter turnout
- Organized voter registration drive at Stevens Point Farmer's Market and successfully registered over 200 voters

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#### INTERNATIONAL EXPERIENCE

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*University of Valladolid*

Valladolid, Spain

**Spanish Language Immersion**

Spring 2022

- Lived with a Spanish host family for a 16-week immersive language program
- Dedicated time to learning Spanish amongst native speakers obtaining proficient fluency
- Engaged in cultural exchange with students from a variety of non-Spanish speaking countries to gain further understanding

*University of Szeged*

Szeged, Hungary

**History and Culture Immersion**

Fall 2021

- Studied Hungarian history, politics, and language while living abroad for a semester
- Developed relationships with students from a wide array of European countries and gained greater multi-cultural understanding from interactions
- Planned individual and group excursions to learn more about Hungary and other European countries

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#### LEADERSHIP EXPERIENCE

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*Anime Club (UWSP)*

Stevens Point, WI

**Vice President**

September 2020-May 2023

- Drafted articles of incorporation and constitution in alignment with Student Government Association bylaws
- Organized monthly events for student members; expanded organization enrollment to over 20 active members
- Collaborated with president and faculty adviser to obtain screening rights for multiple films