

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: Typically, resumes can be one-two pages, but ultimately, the expected length of a resume depends on the requirements of the position/program and the expectations of the field/industry.

Style: Typically, it is appropriate to utilize a personalized, yet traditional resume style. Be prepared to speak about and/or demonstrate examples of experience, knowledge, and skills.

Unique Sections: Be sure to include your relevant (or required) certifications, licensure, GPA, or other qualifications (that are required or preferred) as well as field-specific skills, methodologies, and experience (ex. work with patient/client populations, immersion experiences, practicum/internship, volunteer/community outreach, course projects, one-on-one patient/client work, etc.).

Other Things to Keep in Mind: It is essential to have a document that is easy to quickly scan (read). To do this, organize your content according to what is required and relevant to the position, program, and industry/field.

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 & Information:

- 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”.

Name

Telephone

Email Address

Education

University of Wisconsin-Stevens Point (UWSP)
Bachelor of Science – **Dietetics**
Cumulative GPA: 3.87 (In-major GPA: 4.0)

Expected Graduation: December 2023

Knowledge & Certifications

- Advanced Community Nutrition
- Medical Nutrition Therapy
- Ecology of Foods
- Nutrition and Human Metabolism
- Biochemistry; Microbiology
- Educational Techniques & Research in Dietetics
- SafeZone training, 2019
- ServSafe Food Handler, certified 2020

Experience

UWSP CPS Café (Student-Operated), Stevens Point, WI

February 2022 – Present

Food Production

- Operate food service equipment and serve as a reliable team member within a large-quantity food production setting focusing on integrating local and sustainable food sources.
- Coach fellow peer employees within food service practicum and adhere to food safety, sanitation (HACCP), time, and temperature protocols and practices.

Brookdale Senior Living, Stevens Point, WI

June 2020 – Present

Dietary Server

- Produce quality for residents with dietary restrictions, intolerances and/or allergies.
- Utilize interpersonal skills to accommodate and multitask to meet residents' needs while managing time dependent food service duties.

Involvement & Outreach

UWSP Student Association of Nutrition and Dietetics, Stevens Point, WI

September 2021 – Present

Bite-Size Cooking – Team competitor; student member

- Participated in *Bite-Size Cooking* Competition as a team competitor.
- Applied food service knowledge to create seasonal, economical dishes for 50+ attendees.

Central Rivers Farmshed, Stevens Point, WI

October 2020 – December 2022

Volunteer

- Utilize food safety practices in preparing and packaging produce for storage and distribution.

UWSP Student Cultural Association, Stevens Point, WI

October 2020 – May 2021

Vice President

- Presided over executive and general meetings and supervised food-related events.
- Created and tested recipes; supervised cooking processes, determined food presentation and serving portions, and served 200+ people.