



## BASIC INFORMATION

- For students and new graduates a **one-page résumé** is generally expected by employers.
- Appearance of your résumé matters. It should be well laid out using the following parameters:
  - Set margins at 0.5 - 1 inch.
  - Make sure that your headings and content are consistent between sections.
  - Use fonts that are common and easily read, such as Times New Roman, Arial, Garamond, or Calibri; font size 10 - 14 pts.
  - Save your résumé as a PDF to submit so that your formatting stays intact.
  - Organize your information into sections so that it is visually appealing and easy to scan. Use **bold print**, **CAPITALIZATION**, *italics*, bullets, and indentations to help highlight main points.
  - Utilize white space strategically to help the reader. Add spaces between sections and between content within sections.
- Collegiate experience should be the main focus in the résumé. High School experience is most applicable for first year and sophomore students.
- Tailor your résumé for each position.
- References are a separate document. Adding "References available upon request." is not necessary.
- Be sure to proofread and edit your résumé. Check spelling, grammar, punctuation, and verb tenses.
- In the United States a résumé and a CV are two separate types of documents.
- Ask for help. Career Development is here to assist you with your résumé.



# STANDARD SECTIONS

## HEADING

- Name (14 - 16 pt font and should be the largest font on your document - use the name that you want to be called)
- Mailing address
- Phone number
- E-mail address
- Personalized LinkedIn URL or professional website

### JANE SMITH

800 W. College Ave., St. Peter, MN 56082 | 507-933-7575 | jane.smith@email.com

### JOHN DOE

1234 Job Lane, Minneapolis, MN 55401  
 507-933-7575 • johndoe@email.com  
[linkedin.com/in/johndoe11](https://www.linkedin.com/in/johndoe11)

## EDUCATION

- Degree (Bachelor of Arts - it is the only degree that Gustavus confers!)
- Major(s)/Minor(s) - Include track or concentration when applicable
- Name and location (City, State) of institution
- Graduation date - it is not necessary to include class year (e.g. sophomore, senior) as that is implied
- Grade point average if greater than 3.0 - specify major or overall
- Also include where relevant: study abroad, academic honors, awards, scholarships

### EDUCATION

Bachelor of Arts Degree: English Major; Dance Minor Graduation May 2017  
 Gustavus Adolphus College, St. Peter, MN

- 3.7 Cumulative GPA
- Dean's List, President's Scholarship Award Recipient

### EDUCATION

Gustavus Adolphus College, St. Peter, MN Bachelor of Arts June 2019  
 Major: Accounting Major GPA: 3.5  
*Study Abroad January 2016:* Studied sport and culture in Spain



## EXPERIENCE

- A résumé is not a history of experiences. Include what is relevant and demonstrates ability. Experiences can include work, leadership, volunteer, internship, or extracurriculars. Remember it is a one page document.
- Include your title, name of the organization, location (City, State) of the organization, and dates of experience (Month/Year).
- Experiences are listed in reverse chronological order with the most recent first.
- Use action verbs to start each sentence or bullet point. Use past tense verbs for past experiences and present tense verbs for current experiences. Do not overuse the same verbs - use the Purdue Owl website for ideas (<https://owl.english.purdue.edu/owl/resource/543/02/>).
- When writing about your experiences use the acronym **W.H.O.:**
  - **What** I did
  - **How** I did it
  - the **Outcome**
- Do not use pronouns (I, me, their, our, my, we)
- Focus on transferable skills and cite specific accomplishments using quantitative or qualitative examples.

### **Human Resources Intern**

*Angie's BOOMCHICKAPOP*

January 2015

Mankato, MN

- Worked with team of 3 interns to create a Production Operator training module that will be used for all new hires within the manufacturing facilities to increase employee retention rates
- Created an infographic to promote safety training for 200 corporate employees
- Supported candidate selection for 3 open positions, created onboarding manuals for all new employees, and participated in creating materials for the company's wellness program

### **Teacher Candidate** (Student Teacher), Tolleson Union High School, Tolleson, AZ, Fall 2015

- Independently planned and taught 11th grade U.S. History and AP U.S. History lessons on the Civil War
- Used Culturally Responsive Teaching and SIOP to meet diverse student needs
- Developed Service Learning project with colleagues for history students
- Collaborated with a teacher in China to develop video pen pals with Chinese and American students

### Investment Club, *Gustavus Adolphus College*, 2013 - 2014

- Collaborated with group members to invest club's grant money and maintained a \$100,000 investment portfolio
- Attended weekly meetings and guest lectures to discuss investment topics and experiences
- Participated in a Stock-a-thon to simulate buying shares and competition within the market

### **Gustavus Women's Soccer**

*Varsity Athlete & Mentor*

St. Peter, MN

August 2014-Present

- Attained a varsity letter as first year student
- Selected as youngest athletic mentor by Athletic Department staff to provide guidance for incoming first year teammates
- Serve as member of off-season leadership team to develop and implement team goals for upcoming seasons

### **Community Service Chair, Theta Xi Gamma Sorority**

**Gustavus Adolphus College, Saint Peter, Minn.**

May 2014 - December 2014

- Elected Community Service Chair in charge of organizing volunteer opportunities for 40 members.
- Coordinated weekly volunteer programs educating students on-campus as well as community outreach.
- Work with Pinky Swear foundation promoting fundraisers for childhood cancer philanthropy.



# OPTIONAL SECTIONS

## RELATED COURSE WORK

- This is generally found under the Education section.
- List coursework when trying to highlight knowledge when you do not have experience. List only courses that are relevant.

**Select Coursework:** Business Law, Macroeconomics, Microeconomics, Marketing, Managerial and Financial Accounting

### Favorite Coursework

- Theory of Computation- automata theory (formal languages), computability (Turing Machines), and computational complexity (NP completeness)
- Principles of Programming Languages- concepts behind language design and implementation

### *Selected Courses:*

Molecular Genetics  
Organic Chemistry I & II

Biochemistry I & II  
Cell/Molecular Biology

Microbiology  
Intro to Molecular Genetic Research

Human Embryology

## RELEVANT COURSE PROJECTS

- Some courses provide opportunity for significant related work. These courses may include a service learning component or project with a community partner. These projects fall outside of standard research papers and classroom assignments.

### **PUBLIC DISCOURSE - DECONTAMINATING LAKE MINNETONKA, ST. PETER, MN, August 2013 - January 2014**

- Developed and proposed a comprehensive plan to decontaminate Lake Minnetonka from E. coli.
- Presented plan to city of Mound, MN.
- Collaborated with four state and private agencies in the process.

### *Project Coordinator, Human Resource Management Consulting Project, September 2015 - December 2015*

Oversaw a team of five consultants in the creation and delivery of an employee engagement survey for OnApproach, a data analytics company in Plymouth, MN, recommending effective communication strategies and training/development models for areas of overall improvement and employee engagement

### **CONSULTING PROJECT, GUSTAVUS HUMAN RESOURCES COURSE — FALL 2014**

- With team consulted with Venture Bank on their Employee Mentoring Program
- Conducted best practices research, surveyed 40 employees on implementing mentoring
- Benchmarked competitors; Facilitated 6 interviews with professional mentors
- Presented proposed implementation plan for piloting the program
- Committed over 200 hours to the project over the course of the semester

### **Domestic Abuse Public Discourse Project (2013)**

Worked with a non-profit organization (The Well) in LeSueur, Minnesota to implement a relocation program for women and children experiencing domestic violence. Conducted research within the community with the LeSueur police department and The Well to establish program logistics.

### **Thrivent Financial Organizational Behavior Project (2015)**

Worked as part of a consulting group for Thrivent Financial. Developed a plan to improve member participation in their community outreach programs Thrivent Action Teams and Thrivent Choice Dollars, which, since 2010, have donated \$225 million to churches and nonprofits nationwide.

### Class Projects/Experiences

- Google Software Engineer Case Study: with team of three, worked through two Google company interviews case studies; solved problems and wrote functional code.
- GuitarHero Project written in Java: Allows the use of the keyboard to play guitar sounds up to four octaves
- Reversi Project written in C++: with a team of two; created a replica of the game Reversi
- Independent Projects: Created a website with HTML/CSS that's similar to Flickr which contains samples of personal photography work.



## SKILLS

- These include Computer, Lab, Technical, Language, Certifications, etc. and should include level of proficiency where possible.
- Avoid the use of qualities as skills (team player, communicator, hard working, organized).

**SCIENTIFIC EXPERIENCE** | Nuclear Magnetic Resonance (NMR), Infrared (IR), Mass Spectroscopy, 3 years of experience in chemistry and biology labs, Schlenck Line, Vacuum Line, SDS-PAGE, Western Blot, Cell Culture

### Certifications

CPR and EMR Certified. May 2016  
 Certified Coach in the National Registry. May 2016  
 Certified Nursing Assistant License. September 2015

**Language Skills**

- Certificate: Arabic Language
- Fluency: Spanish and Arabic

## ADDITIONAL SECTIONS THAT HIGHLIGHT RELEVANT EXPERIENCE COULD INCLUDE:

- Research
- Publications
- Professional Presentations
- Professional Associations
- Freelance

### Mayo Clinic - Rochester, MN

June 2015-August 2015

#### Research on Brain Injuries in the Neuropsychology Department

- Contributed to four individual research projects and developed in-depth research skills through creating databases, scoring psychological assessments, submitting posters, IRB's and abstracts to be presented at Neuropsychology and Rehabilitation professional meetings
- Gained advanced skills in Microsoft Excel, PowerPoint, and SPSS
- Co-Author in a manuscript that will be submitted for publication in 2016
- Presented research at the URS in the Biological Sciences and Psychology at Washington University

### Gustavus Research

#### Communication & Conflict Project, Fall 2015-Present

- Through Minnesota Valley Action Council, observed immigrant community members in English learning classes. Developed presentation to help immigrants understand cultural and work expectations to avoid conflicts; Continued volunteer work with MVAC after coursework was completed.

#### Research Presentation, Gustavus Celebration of Creative Inquiry, Spring 2015

- Completed cyber-ethnography of online community of those recovering from eating disorder
- Additional ethnography projects on stress/time management and group identification factors

#### Civic Engagement Project, Fall 2014

- Independently researched an alternate transportation option for students at North Intermediate Elementary School in St. Peter, MN; proposed plan to school administration, continue to collaborate with community leaders to seek funding to provide student transportation services for after-school academic support opportunities.

### Presentations

- Characterization of the 2-4 Ribosomal Protein Gene in Arabidopsis thaliana; 2016
- Characterization of the H1flk-3 Gene in Arabidopsis thaliana: Identification of 5' Regulatory Sequences using a GUS Reporter Gene; Sigma Xi - 2016

### PROFESSIONAL MEMBERSHIPS

- American Association for the Advancement of Science (2014-2016)
- Beta Beta Beta National Biological Society (Associate Member, 2013-2016)
- American Chemical Society (2013-2016)

Gustavus Mentorship Program, Gustavus Adolphus College

2014 - Present

- Communicate frequently with a paired Gustavus Alumni mentor to enhance business, networking, and interview skills