



# RESUME BASICS



**Volunteer State Community College**  
Office of Career Services and Community Engagement  
STUDENT SERVICES  
**615-230-3307**  
<http://www.volstate.edu/careerplacement/>

# Resume Basics

The basic chronological resume for new grads gives the employer an easy-to-understand timeline—your educational and work experiences appear in reverse chronological order—and features sections displayed at the right. (Some sections may be optional, depending on your circumstances.)

## **Name and Contact Information**

### **Name**

### **Street Address**

### **City, State, Zip**

### **Phone Number**

### **E-mail Address**

As possible, make your contact information “evergreen”—that is, you can be reached at this address, this phone number, this e-mail address today, tomorrow, next week, next month.

If your address is temporary, indicate that and provide the date that your address expires; offer a permanent address where you can be reached after that date.

Your contact information should be appropriate; keep your voice mail message and e-mail address professional.

## **Objective/Summary**

The jury is out on this section, so talk to a career counselor about whether you should include it. If you do decide to use this section, however, make sure to:

1. Tailor it to the specific position/organization; and
2. Keep it short.

## **Education**

### **Degree, Major, Name of Institution/Location, Graduate Date, GPA (cumulative and in major), Relevant Coursework**

For new grads, education typically appears near the top of the resume. Include your date of graduation so the recruiter will know when you are available for work.

Whether to include GPA can be tricky. Many employers (especially those with formal new graduate hiring programs) use GPA to screen candidates. As a general rule, if your GPA is 3.0 or higher, include it. If not, discuss your options with a counselor in your career center.

Many new grads will feature coursework that is relevant to the job as a way to provide the potential employer with some information about their knowledge and skill sets.

## **Experience**

### **Name of Organization, Title/Experience, Location, Dates**

### **Description of the experience (what you did, how you did it, what you accomplished)**

Internships and co-op assignments, full- and part-time jobs, and volunteer experiences can all go here, but depending on the position and circumstances, sometimes the new grad resume will feature a “Relevant Experience” section, where just those experiences relevant to the job at hand are detailed.

- Overall, your goal is to make the information easy to find, read, and understand.
- Use action verbs to describe what you did.
- As possible, include keywords that match those found in the job description.
- Highlight your “soft skills” in your descriptions.
- As possible, quantify your accomplishments.

## **Skills**

In general, use this to identify specific abilities, such as proficiency in specific software and language skills.

## **Activities**

Although it is technically optional, this section may be very important to you: Your activities can provide evidence that you have key skills that will benefit you on the job. Holding an office in a sorority, participating in student organizations, taking part in a theater production, playing on a sports team, and such all offer you the chance to show the employer you have sought-after skills—leadership, team work, communications, and more. Plus, many employers will look at this section to see if the candidate is well rounded.

## **Honors/Awards**

Include those that are relevant to the job, demonstrate achievement, or provide evident of your skills.

Courtesy of the [National Association of Colleges and Employers](#).

# Resume Rubric

	<b>Resume should effectively land you an interview.</b>	<b>Resume could land you an interview (borderline case).</b>	<b>Resume is average, needs improvement to rise to the "top of the stack."</b>	<b>Resume needs significant improvement and would be discarded during screening</b>
<b>Format</b>	This resume fills the page but is not overcrowded. There are no grammar or spelling errors. It can be easily scanned.	This resume almost fills the page, but has some uneven white space. There may be a single spelling or grammar error.	The font and spacing of this resume are not appealing and cannot be easily scanned. There are spelling errors and grammatical mistakes.	This resume is either one-half page or two to three pages long. The font is too big or may be hard to read. There is more white space than words on the page. There are multiple spelling and/or grammar errors.
<b>Education Section</b>	This section is organized, clear, and well defined. It highlights the most pertinent information and includes: institution and its location, graduation date, major, degree, GPA, study abroad (as appropriate), and any relevant course work.	This section is well organized and easy to read. It includes institution and its location, graduation date, major, and degree. GPA and "extra" information, such as study abroad and course work are missing.	Information such as institution and its location, graduation date, and major are included, but degree and GPA are not listed. This section is not well organized and there is no order to how information is formatted.	This section is missing the most crucial information. Institution is listed, but not its location and graduation date is missing. The major is included, but not degree. No GPA is stated.

<p><b>Experience Section</b></p>	<p>This section is well defined, and information relates to the intended career field. Places of work, location, titles, and dates are included for each position. Descriptions are clear and formatted as bullets beginning with action verbs. (This section could be split into related and other experience.)</p>	<p>Places of work, location, titles, and dates are included for each position. Descriptions are formatted as bullets beginning with action verbs, but are not detailed enough to help the reader understand the experience. Information does not relate 100 percent to the intended career field.</p>	<p>Descriptions are not presented in bulleted lists that begin with action verbs. Instead, complete sentences in paragraph form are used to describe positions. Places of work are included for each position, but not locations, dates, and titles.</p>	<p>There is no order to the descriptions of each position. Descriptions are not detailed and don't illustrate the experience. No locations and dates of employment are listed.</p>
<p><b>Honors/ Activities</b></p>	<p>This section is well organized and easy to understand. Activities and honors are listed, and descriptions include skills gained and leadership roles held. Dates of involvement are listed.</p>	<p>This section includes all necessary information, but is difficult to follow. Leadership roles within organizations are listed, but skills are not defined. Dates of involvement are listed.</p>	<p>This section is missing key information such as leadership positions held or dates of involvement. Organizations are listed; the organization, not individual involvement in each, are described.</p>	<p>This section is missing—or contains very little—information. Organization titles or dates of involvement are not included, and there are no descriptions.</p>

by Amy Diepenbrock. Courtesy of the [National Association of Colleges and Employers](#)