

RÉSUMÉ 101

What is a Résumé?

- Marketing tool tailored to a specific job
- Snapshot of past experiences, professional accomplishments and qualifications
- Living and breathing document that showcases accurate information

The Basics

There are exceptions to every rule, but here are general guidelines to get you started:

- Have a master résumé (a document that lists all of your experiences and qualifications) that you use to populate your tailored résumé
- Use the job description to help you tailor résumé headers and bullet statements
- Proofread—Always check for spelling and grammar errors
- Avoid using abbreviations and slang
- Objective statements are optional
- Remove hyperlink when listing your email address in the header
- Do not mention your references on your résumé—they get their own page
- Avoid the use of personal pronouns (I, me, etc.)
- After sophomore year, only college experiences should be on your résumé (unless your high school experience is uniquely relevant to the position)

Formatting

- No more than one page
- Maximize space by decreasing margins to half an inch
- Choose a clean and easily readable font, size 10-12pt
- Consistency is key—be thorough but concise (If you use bold for all of your main headers, make sure all main headers are bolded)
- Save as a .pdf and name the file with your first and last name and “Résumé” (i.e. – Ima Knight Résumé.pdf)

Experience Sections

These could consist of...

- Customized headings: Headings such as Experience or Relevant Experience are vague and don't enhance the marketability of your experiences. Frame how you want your experiences to relate to the position in which you are applying by creating stronger, specific headings (i.e. Marketing Experience, Research Experience, Campus Involvement, Leadership Experience, etc.)
- Organize your Experience sections by which experiences are most relevant to the position to which you are applying. Within those sections, be sure to utilize reverse chronological order (most recent position to least recent)
- Avoid generic skills sections as employers would prefer to see how you use these skills within bullet statements. Depending on your industry, a Technical Skills section may be effective to showcase your proficiency with software, languages, and occupation-specific skills

Accomplishment/Bullet Statements

Show the employer what you have accomplished. Try this formula: Skill Verb + How + Why/Results

- **Skill Verb:** Use active skill verbs and avoid using phrases such as responsible for, assisted, helped, or duties included; these should align with the job description
- **How:** Show the reader how you demonstrated the skill. This could include what, how and/or with whom the skill was applied.
- **Why/Results:** Provide why you used the skill and the outcome. Quantify when you can (How much, how many, outcomes?)

Example Statement

Collaborated with Committee Members in order to plan five programs over the course of a semester for 60 residents, covering topics related to academics, health and wellness, and civic engagement

- See example résumé on reverse side for additional example statements

IMA KNIGHT

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EDUCATION & HONORS

Bachelor of Science in Biology, Organismal Track; Minor: Psychology

Expected May 2024

Bellarmino University; Louisville, KY

- GPA: 3.5
- Dean's List (4 semesters)
- Monsignor Treece Scholarship Recipient (May 2020 – Present)

RELEVANT COURSEWORK

- Principles of Biology
- Cell Biology
- Organic Chemistry
- Foundations of Psychology
- Biological Psychology
- Research Methods in Behavioral Science I

LABORATORY EXPERIENCE

Laboratory Technician

January 2023 – Present

Louisville Metro Government; Louisville, KY

- Assist laboratory personnel with routine lab tasks such as cleaning, sterilizing, and storing equipment
- Perform basic serological and environmental testing
- Analyze bodily fluids using chemical assays
- Communicate with laboratory professionals regarding testing results
- Inventory, order, and stock medical supplies and materials

ADDITIONAL EXPERIENCE

Barista

June 2021 – December 2022

Starbucks; Louisville, KY

- Provide excellent customer service to over 500 customers daily in a fast-paced environment
- Train new hires on various store equipment, technologies, and processes
- Learn and perform a variety of complex recipes and processes to fill customer orders

Sales Associate

June 2019 – March 2020

Macy's Department Store - Mall of St. Matthews; Louisville, KY

- Maintained selling floor, stock area and fitting room to present a clean and easy shopping environment
- Utilized product knowledge and selling skills to maintain repeat customer base
- Placed promotional ads and rearranged floor products to increase sales and effectively display merchandise

LEADERSHIP & INVOLVEMENT

Student Athlete

August 2020 – Present

Bellarmino University Soccer Team

- Team Captain (2021)
- Lead tours of athletic facilities to prospective student-athletes and their families
- Learn and execute the policies and procedures governed by the NCAA

Resident Assistant

August 2021 – Present

Bellarmino Office of Residence Life: Petrik Hall

- Coordinate monthly events and create promotional campaigns for 32 residents
- Demonstrate problem-solving and conflict resolution skills to mediate residential matters
- Manage administrative tasks such as facility requests, incident reports, and room inspections

Pet Helpline Volunteer

March 2018 – May 2019

Kentucky Humane Society; Louisville, KY

- Answered calls assigned by the Helpline Coordinator from the public to walk the caller through possible solutions to their problems