

Resume Outline

Name (18-24pt.) _____ (sometimes bold, but not always)
Street Address (10-11pt.) _____ try to use 1 address, but if 2 are necessary make sure to
City, ST ZIP _____ label each ... (ex. Campus Address, Home Address)
Phone _____ (one phone number is easier for the reader to follow up with)
Email _____ (email addresses should be professional, use your okstate.edu email address)
(Remove hyperlink.... right click on hyperlink and remove)

OBJECTIVE (12-14pt):

What type of position are you seeking?

_____ (a brief description of your immediate goal and/or what you have to offer - 11-12pt.)

EDUCATION (12-14pt):

Include minors, options or emphasis immediately after the degree.

_____ (The name of the degree you have or are in the process of receiving)

Include GPA if it is 3.0 or above.

_____ (The name of the institution granting the degree - and the location ... city, state)

Include study abroad experience(s) in this category.

_____ (The date you received or expect to receive the degree)

OTHER POSSIBLE CATEGORY

HEADERS INCLUDE:

Relevant Coursework

Certifications

Teaching License

Relevant Experience

Honors

Awards

Achievements

Scholarships

Job Shadowing

Volunteer/Service Experience

Campus Involvement

Clubs & Organizations

Leadership Experience

Research Experience

Military Experience

Athletic Experience

International Travel Experience

Languages

Computer Skills

Technical Skills

Work Experience

Employment History

Community Service

Memberships

Additional Training

Presentations

Additional Information

Depending on the type of information in each category you may want to list items or describe them. If you list items you may want to include dates. When you describe your experience(s) you will want to include skill statements. Following is information on how to develop bulleted skill statements.

Building Skill Statements

One of the challenging aspects of writing a resume is developing skill statements. The purpose of the bulleted skill statement is to briefly and concisely describe what skills and/or knowledge you developed during a particular experience. Bulleted skill statements are typically listed immediately following a brief description of the where, when and in what capacity you expanded your abilities.

This information may look like this...

Lifeguard Stillwater Public Pool (Stillwater, Oklahoma)	Summer 2009, 2010
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...or maybe like this...

Server , Eskimo Joe's - Stillwater, Oklahoma (August 2007 - Present)

Skill statements should begin with an action verb. This helps the reader mentally picture you taking action. Contrast this with a more passive statement like... "Duties included..." or "Responsible for...".

An action verb list can be helpful. By reading through a list of verbs and asking yourself whether you "supervised" or "communicated" during a particular experience you can begin writing the skill statement.

Take the action verb "create" for example. What did you create during your experience? Maybe you created a new menu, training manual or timesheet form.

You have the start of a sentence that might look like this...

- Created training manual.

Add more depth to your skill description by adding additional adverbs/adjectives. Quantify or Qualify your skill.

How many?
How much?
How often?
What type?
What was the outcome?
Where you part of a team?
What else?

Your sentence might look like this...

- Created new training manual for wait staff and a list of customer service resources.

On a resume it would look like this...

- Lead Server**, Eskimo Joe's - Stillwater, Oklahoma (August 2007 - Present)
- Greet guests, answered questions and suggested menu options.
 - Created new training manual for wait staff and a list of customer service resources.
 - Assist manager with daily paperwork and scheduling of servers.

For assistance developing your resume and/or skill statements contact ...

College of Education Career Services
102 Willard Hall
405-744-6350
careersuccess@okstate.edu

Resume Critique

VISUAL APPEAL	<input type="checkbox"/> Font(s) are appropriate for the reader and/or work well together. <input type="checkbox"/> Margins are no smaller than 1/2 inch and no more than 1 inch. <input type="checkbox"/> Margins that are even in size. <input type="checkbox"/> White space between categories.
HEADER	<input type="checkbox"/> Name is prominent and well-proportioned. <input type="checkbox"/> All contact information is listed. <input type="checkbox"/> Professional email address (no hyperlink).
OBJECTIVE	<p>Does the objective describes what position or type of position sought? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Does it describe the skills or abilities of the writer? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If none, can you infer what type of position writer is seeking? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, what kind? _____</p>
EDUCATION	<input type="checkbox"/> The name of the degree(s), minors, options and/or emphasis. <input type="checkbox"/> The name of the institution(s) from which the degree was obtained. <input type="checkbox"/> Pertinent information such as GPA (3.0+), academic honors, international study. <input type="checkbox"/> Date received or expected.
LISTING OF INFORMATION	<input type="checkbox"/> Items include dates if possible/appropriate. <input type="checkbox"/> Lists are concise and do not include repetitive information.
SKILL DESCRIPTIONS	<p>Are skill statements accompanied by context information such as: job title, organization, city, state and date? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Are the skills described relevant to the reader? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If skills are listed in the objective, are there plenty of examples to back it up in the resume? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Please rank the skill statements in the resume.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 10px;"></div> <div style="font-size: small;"> <p>1-Excellent, clear & concise</p> <p>2-Satisfactory, could fine tune</p> <p>3-Neutral</p> <p>4-Unsatisfactory, needs work</p> <p>5-Poor, difficult to understand sentence</p> </div> </div> <p>Suggestions: _____</p> <p>_____</p>
REFERENCES	<input type="checkbox"/> References listed on separate page (with same header as resume) <input type="checkbox"/> 3-4 professional references <input type="checkbox"/> Includes Name, Title/Job, Organization, Street Address, City State and ZIP, phone number and email
STRENGTHS	<p>_____</p> <p>_____</p>
WHAT NEEDS WORK...	<p>_____</p> <p>_____</p>
REVIEWED BY:	<p>_____</p> <p>DATE: _____</p>