

Resume Guide

A resume is a summary of your educational and professional experiences. This may include: colleges attended, internships, job shadows, projects, volunteer opportunities, work experiences, research, and other related activities all dependent on what you are applying for.

Formatting Tips

LENGTH Let the content and industry expectations determine the length of your document. Typically 1 page for undergraduates; 2 pages for graduate and alumni students.

TEMPLATES Templates can be a great idea generator and point of reference for you. Avoid using a downloadable template, but instead use the template as inspiration and create your own.

FONT SIZE Avoid using smaller than a 10 point font. Use the same font throughout. Your name should be the largest item on your page, so try 18 - 24 size font.

FONT STYLE Be sure to pick a font easy to read. Examples to try include: Arial, Book Antiqua, Calibri, Cambria, Centaur, Century Gothic, Garamond, Helvetica, Palatino Linotype, and Times New Roman.

MARGINS Margins will ideally be between 0.5 – 1 inches. Be consistent with your sizing between parallel sides.

SPACING Make sure content is easy to read and words do not get cut off.

ALIGNMENT Most documents are usually left aligned. However, determine this based on the layout you choose.

FORMAT Bolding, Italics, and underlines can be a great tool to emphasize different parts of your content. They help your reader easily scan your resume and identify key points. Be sure to stay consistent with usage throughout.

BULLET POINTS The number of bullets you use will vary based on the experience. Try to aim for 2 – 5 bullets related to the position per experience. See also "Writing Effective Bullet Points" for more tips.

NUMBERS Quantify whenever possible, but be sure to follow the number rules: under 10 spell it out, percentages use numerical representations (i.e. "six" instead of 6; "30%" instead of "thirty" percent).

PHRASING Full sentences shouldn't be used in this document. Avoid using personal pronouns, "I" statements, or periods. Be mindful of what tense you use (Currently doing it, present tense; Previously did it, past tense).

What to Include

- Keep track of everything you've done in a master resume document, including related courses taken or class projects. Use this to build your more tailored document.
- Tailor the content to match each application you submit. Incorporate key words and phrases from the job description. Use related content sections with descriptive headings.
- Leave out really old or irrelevant experiences. Focus on the related experiences, even if it's volunteer.
- Keep formatting consistent, neat, and easy to scan from top to bottom. Watch for formatting differences in position titles, hyphens, and other details. Save your document as a PDF and submit this file in applications.
- Avoid funky fonts, colors, and formats. Remove the email address hyperlink so the color doesn't stand out.
- Include your name, address, phone, and professional email address at the top.
- Use simple bulleted phrases, not blocks of text, to provide interesting "snapshots" of skills. Arrange your bullets by how important they are to the reader.
- Carefully edit to eliminate errors in grammar, spelling, and punctuation. PROOFREAD, PROOFREAD, PROOFREAD!

MELISSA P. FITNESS

228 E. Adams St, La Crosse, WI 54601 | fitness.melissa@uwlax.edu | (608) 123-4567

EDUCATION

University of Wisconsin-La Crosse (UWL), Bachelor of Science, La Crosse, WI, May 2021

Major: Exercise and Sport Science – Fitness Track; Minor: Spanish

Concentration: Coaching Competitive Athletics

G.P.A. 3.7/4.0, Dean's List and Scholarship Recipient

FITNESS EXPERIENCE

La Crosse Exercise and Health Program, Cardiac Rehabilitation Activity Leader, La Crosse, WI, January 2021-Present

- Supervise 10 Phase III cardiac patients weekly in different types of fitness activities
- Monitor blood pressures and heart rates of clients during fitness activities
- Build relationships with dozens of clients and encourage them to lead a healthy, active lifestyle

UWL Fitness Lifestyle Organization for Women, Fundraising Coordinator, La Crosse, WI, August 2020-Present

- Lead Membership Development Committee to raise over \$1,000 per year for charity
- Track over 30 members' fundraising totals over the course of the academic year

UWL Track & Field, Student Athlete, La Crosse WI, August 2017-Present

- Built strong relationships with fellow teammates and coaches through teambuilding activities
- Contributed to WIAC Team National Title in 2019

LifeTime Fitness, Fitness Trainer, Minnetonka, MN, June 2018-August 2018

- Designed workout programs for over 35 different members
- Provided individual fitness consultations for over 55 different members
- Delivered nutrition education for clients interested in weight gain, loss, and management
- Maintained equipment and appearance to ensure safety of members

LEADERSHIP EXPERIENCE

American Eagle, Retail Team Leader, La Crosse, WI, April 2019-Present

- Assist in the training of up to 24 retail clothing sales staff
- Use communication skills to provide customer assistance and fashion consultations to diverse clients
- Manage returns, shipping/receiving, cash management, and security procedures
- Develop point of purchase displays, restock depleted inventory, clean and maintain the store

CERTIFICATIONS AND MEMBERSHIPS

- National Strength and Conditioning Association (NSCA) Student Chapter, July 2020
- Cardiopulmonary Resuscitation (CPR), May 2020
- First Aid and AED, April 2019

CAMPUS AND COMMUNITY ACTIVITIES

- **Boys and Girls Club, Mentor and Academic Tutor**, La Crosse, WI, August 2020-Present
- **American Cancer Society Walk / Run, Event Staff**, Minneapolis, MN, July 2019
- **Habitat for Humanity, Homebuilder-Volunteer**, New Orleans, LA, April 2019
- **La Crosse Community Cleanup, Neighborhood Helper**, La Crosse, WI, December 2018-May 2019
- **Salvation Army, Homeless Shelter Food Server**, Milwaukee, WI, December 2018