

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!

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Education

University of Wisconsin-La Crosse La Crosse, WI
Bachelor of Science May 2022
Major: Exercise and Sport Science – Pre-Physical Therapy track
Cumulative GPA: 3.6/4.0 (Dean’s List, 4 semesters)

Health Professions Experience

Bethany Riverside Assisted Living Facility La Crosse, WI
Certified Nursing Assistant May 2020 - Present

- Assist physical and occupational therapists during weekly resident assessment appointments
- Perform personal care and hygiene maintenance for multiple residents during weekly shifts
- Lead range of motion activities for a variety of residents
- Maintain a safe and clean environment that enables residents and staff to conduct daily activities

University of Wisconsin-La Crosse La Crosse, WI
Physical Therapy Club Member August 2019 - Present

- Attend multiple professional presentations about graduate programs and Physical Therapy opportunities
- Provide 40 massages during a volunteer fundraiser each year
- Collect donations for the Salvation Army Bells during yearly winter holiday season

Fox River Nursing Home and Rehabilitation Center Appleton, WI
Volunteer Intern May 2019 - August 2019

- Accumulated 265 hours of Physical, Occupational, and Speech Therapy observation
- Assisted therapists with several aspects of inpatient therapy for primarily geriatric patients
- Utilized organizational skills to file paperwork and send out mail

Research Experience

University of Wisconsin-La Crosse La Crosse, WI
Research Assistant Spring 2019

- Observed and monitored physiological effects of participants using Shape-Up shoes
- Collaborated with other research assistants to input, synthesize, and analyze data to interpret outcomes

Certifications

- First Aid and AED June 2019 - Present
- Cardiopulmonary Resuscitation (CPR) May 2018 - Present

Additional Experience

Olive Garden Onalaska, WI
Server and Hostess September 2020 - Present

- Utilize extensive product knowledge to inform customers of daily specials and make recommendations
- Collaborate with team members to prepare and deliver food orders utilizing computerized technology
- Diffuse situations involving unsatisfied customers by actively listening and offering potential solutions

YMCA Wellness Center La Crosse, WI
Wellness Center Staff September 2018 - August 2019

- Cleaned and maintained facility equipment by re-stocking supplies and performing sanitation duties
- Developed relationships with over 100 members and delivered excellent customer service
- Assisted dozens of members with various activities and services during each shift