

# CREATING A RESUME 101

Career Planning & Professional Connections, University of Wisconsin – Green Bay  
SS 1600 | 920.465.2163 | careers@uwgb.edu | www.uwgb.edu/career-planning

---

Your resume outlines what you offer to an employer – specifically, your skills, education and experience. This handout shows the evolution of a resume – from a student's first year in college through their senior year. Keep in mind that you may need to consider other layouts, formats or sections based upon your major, unique skills, interests and experiences. View the Career Planning website for additional information and connect with your assigned Career Advisor with questions or to have your resume reviewed.

## **Common Resume Elements**

**Heading:** Your name should appear first followed by your address (*optional*), telephone number and email.

**Objective** (Optional): Indicate the type of position you are seeking. Be specific yet concise. If you are posting your resume to a system such as Handshake, it is advised to include an objective. When you send a resume to an employer, you will include a cover letter, so you may not need an objective.

**Education:** Begin with your most recent education. If you graduated from high school less than a year ago, you may include that on your resume. Otherwise, focus on most recent/relevant education. Include:

Name of University, City, State

Degree you are pursuing (i.e., Bachelor's), anticipated graduation month & year

Major(s), Minor(s), Emphasis

GPA (*optional*)

For GPA, do not list more than two decimal places. Include "/4.0" to show UW-Green Bay uses a 4-point scale. (Example: 3.45/4.00)

**Related Course Work, Projects** (Optional): You might list related courses, research, or independent projects that are related to the position you are seeking. This can be helpful if you do not have related experience.

**Experience:** Outline your jobs, internships, volunteer work, and/or research projects, listing your most recent experience first. For each experience include:

Name of Employer, City, State

Position Title, Dates (*Beginning – End, or Present*)

- Duties, responsibilities, accomplishments

Emphasize experience most closely related to the kind of work you seek. Include responsibilities and accomplishments. Do not use the personal pronoun "I"; use short phrases that begin with action verbs. Avoid phrases such as "duties included" or "responsible for." Sections might be labeled Related Experience or Additional Experience, depending upon content.

**Other Categories** (Optional): Include additional sections if there are areas you want to highlight that don't fit in the above categories. Themes might include Skills, Honors, Languages, Activities, Professional Memberships, or Military, to name a few. Feedback from employers indicates that they are seeking employees who are "well rounded." Remember - keep your content relevant to the position to which you are applying!

**References:** Do not list references on your resume. Create a separate reference page. You may list "References Available Upon Request" at the bottom of your resume if you wish to do so.

## **How Long Should My Resume Be?**

Employers prefer a one- to two-page resume. Edit your resume until it is a manageable, concise document that is easy to scan.

## **Resume Critique Checklist**

- Is my resume neat, organized and professional?
- Does it sufficiently outline my relevant education, skills and experience?
- Is my format consistent throughout the resume, including font, indentation, bullets, bold, underlining?
- Have I eliminated all spelling, grammatical and typographical errors?
- Do my descriptions start with action verbs?

## Sample Resume #1 – First Year, Seeking a Part-Time and/or Campus Position

This student is seeking a part-time position, which may or may not be related to their major.

### NOTES:

1. If you are seeking an on-campus position, indicate if you received work-study as part of your financial aid package.
2. If you have not yet declared your major, you can note, "Intended." Undecided? Leave this line blank.
3. Once you have completed your first year of college, remove high school from your Education section.

<b>NAME</b>		
Green Bay, WI 54311	(920) 465-9876	phoenix1965@uwgb.edu
<hr/>		
<b>OBJECTIVE</b>		
Seeking a part-time position. <u>Work-study eligible.</u> ← #1		
<b>EDUCATION</b>		
<b>University of Wisconsin-Green Bay</b> , Green Bay, WI		
Bachelor's Degree, Expected Graduation May 202X		
#2 →	<u>Intended Major</u>	In Communication with Emphasis in Public Relations
<b>East High School</b> , Green Bay, WI		
High School Diploma, June 202X ← #3		
GPA: 3.4 / 4.0		
<b>WORK EXPERIENCE</b>		
<b>McDonald's</b> , Green Bay, WI		
Crew Member, October 202X - Present		
<ul style="list-style-type: none"><li>• Prepare food and beverage orders, according to quality and safety standards</li><li>• Ensure efficient and timely service to customers</li><li>• Accurately process transactions and balance the cash drawer</li><li>• Clean as needed to maintain a sanitary work environment</li></ul>		
<b>The Smith Family</b> , Green Bay, WI		
Childcare Provider, Summers 202X and 202X		
<ul style="list-style-type: none"><li>• Provided care for children ranging from two months to eight years old</li><li>• Completed American Red Cross Certification class</li></ul>		
<b>ACTIVITIES</b>		
<b>Habitat for Humanity</b> , UW-Green Bay, 202X - Present		
<ul style="list-style-type: none"><li>• Assist at build sites throughout the Green Bay community</li></ul>		
<b>Red Devil Sting Cancer</b> , East High School, 202X - 202X		
<ul style="list-style-type: none"><li>• Planned and participated in events to increase awareness and raise funds to support those affected by cancer</li></ul>		
<b>REFERENCES</b>		
Available upon request.		

## **Sample Resume #2 – Seeking an Internship**

The student is now looking for an internship to gain experience related to their major. High school education has been removed, and they have highlighted some relevant courses.

### **NAME**

Green Bay, WI 54311

(920) 465-9876

phoenix1965@uwgb.edu

---

### **OBJECTIVE**

Seeking an internship within the public relations field.

### **EDUCATION**

**University of Wisconsin - Green Bay**, Green Bay, WI  
Bachelor of Science Degree, May 202X  
Major in Communication with Emphasis in Public Relations  
GPA: 3.63 / 4.00

### **RELATED COURSEWORK**

- Elements of Media
- Business and Media Writing
- Principles of Public Relations/Corporate Communications

### **EXPERIENCE**

**UW-Green Bay Dean of Students Office**, Green Bay, WI  
Office Assistant, September 202X - Present

- Answer the phone, provide assistance with student questions and refer callers to the appropriate professionals
- Schedule appointments in Microsoft Outlook
- Accurately enter and update information into an on-line database
- Promote events and workshops using Facebook and Twitter

**McDonald's**, Green Bay, WI

Crew Leader, June 202X - August 202X  
Crew Member, October 202X - June 202X

- Developed shift schedule and assisted with training new crew members
- Communicated effectively with team, customers and management
- Ensured efficient and timely customer service
- Accurately processed transactions and maintained a balanced cash drawer

### **CAMPUS AND COMMUNITY ACTIVITIES**

**Public Relations Student Society of America**, UW-Green Bay  
Member, 202X - Present

**Habitat for Humanity**, UW-Green Bay  
Volunteer, 202X - Present

### **REFERENCES**

Available upon request.

## **Sample Resume #3 - The Full-Time Job Search**

Notice the transition from internship resume to a version for the full-time job search. Objective has been deleted and their less relevant work experience is in an Additional Experience section.

### **NAME**

Green Bay, WI 54301 • (920) 555-3570 • phoenix1965@uwgb.edu

---

### **EDUCATION**

**University of Wisconsin - Green Bay**, Green Bay, WI  
Bachelor's Degree, May 202X  
Major in Communication with Emphasis in Public Relations  
GPA: 3.6 / 4.0

### **RELEVANT EXPERIENCE**

**Community Relations Intern**, Green Bay, WI  
Schreiber Foods, May 202X - Present

- Lead elements of partner engagement programs which included matching gifts and volunteer rewards
- Support corporate philanthropy efforts by engaging with non-profit organizations, creating externally facing content and assisting with corporate giving programs
- Participate in strategy planning and idea generation

**March of Dimes**, Green Bay, WI

Event Planning Intern, August 202X - December 202X

- Promote the organization's mission, services and programs
- Post photos and updates to social media accounts and the event website, [www.marchofdimes.org/event-202X](http://www.marchofdimes.org/event-202X)
- Track news releases and public service announcements
- Assist in the development of a strategic communication plan

### **SKILLS**

- Proficient with Microsoft Word, Excel and PowerPoint
- Experienced with various social media platforms including Facebook, Instagram, X (Twitter), LinkedIn and Tik Tok
- Demonstrated leadership through group work in various classes

### **ADDITIONAL EXPERIENCE**

**UW-Green Bay Dean of Students Office**, Green Bay, WI  
Office Assistant, September 202X - May 202X

### **COMMUNITY INVOLVEMENT**

**Public Relations Student Society of America**, UW-Green Bay  
Publicity Chair, September 202X - Present | Member, 202X - Present

- Attend bi-weekly meetings with Executive Board
- Plan events and speakers and post on Phoenix Connect and social media sites

Remember, these are **samples** to help you generate ideas for your own resume. View additional resources available on the Career Planning & Professional Connections' website ([www.uwgb.edu/career-planning](http://www.uwgb.edu/career-planning)). Once you have created or updated your resume, we encourage you to schedule an appointment with your assigned Career Advisor to review it.