

**Recommended for
text to be black and
typical, easy to read
like Arial or Times
New Roman**

**Name = 18 size font
All other font = same size (min 10 and max 12)**

Wolfie Seawolf

Town, State | Email | Phone | LinkedIn URL

**Margins at 0.5
inch (on all sides)**

EDUCATION

Stony Brook University
Title of Bachelor's Degree

Current major or if undeclared, major of interest
Example: Bachelor of Arts in Biology

Stony Brook, NY
Expected Month Year

High School Name
Title of Diploma
Honors/Awards: Related to academics in high school

Education section has only expected graduation
Example: *Expected May 2026*

Town, State
Month Year

EXPERIENCE

High school listed; remove after sophomore year

Name of Retail Store
Title of Role

Town, State
Start Month Year - End Month Year

- Resolved questions of over 70 customers weekly to ensure customer satisfaction
- Skill-based bullet #2
- Skill-based bullet #3

**Reverse chronological
order for each section**

Name of Restaurant
Title of Role

Town, State
Start Month Year - End Month Year

- Recorded orders for an average 200+ patrons daily to process all sales transactions in a timely manner using company POS system
- Skill-based bullet #2
- Skill-based bullet #3

**Bullet points should showcase your skills with
an action-verb then description and outcome**

Team Name

Title of Role or Member

Town, State
Start Month Year - End Month Year

- Collaborated with 20 teammates during weekly team meeting to effectively communicate and improve performance
- Skill-based bullet #2
- Skill-based bullet #3

Can list seasonal
Example: *Camp Counselor*

Name of Summer Camp
Title of Role (Seasonal)

Town, State
Start Month Year - End Month Year

- Led educational outdoor activities daily for 25 children, ages 10-12, to promote physical wellness
- Skill-based bullet #2
- Skill-based bullet #3

VOLUNTEER EXPERIENCE

Name of Club

Title of Volunteer or Member

Town, State
Start Month Year - End Month Year

- Coordinated with 10 members and club advisor and hosted an event with over 50 student volunteers to pack lunches for families
- Skill-based bullet #2
- Skill-based bullet #3

**Recommend having 3 to 4 bullet points
related to the skills needed for the job**

SKILLS

Computer: Google Workspace (Docs, Slides, Sheets) Microsoft Office (Word, PowerPoint, Excel), Zoom

Language: List additional spoken languages

Certifications: List certification (if there is an expiration date, list Current through Month Year)

**List all technical and observable skills
with subsections**

Resume Tips*

- Create a resume with plain text in **Microsoft Word** or **Google Docs**
 - Templates, tables, columns, images do **not** parse well through an **Applicant Tracking System (ATS)** - software for recruitment that tracks candidates when applying online
- Create a **master copy resume** with everything listed that continuously is updated and use this to **create 1-page customized resumes tailored** to each specific job
- Review the posting and description to look for **keywords** to identify important skills
- Undergraduate students resume will typically be **1 page of most relevant experiences** (including paid jobs, internships, academic projects, volunteering, student clubs and organizations)
- Margins can be **minimum 0.5 inch** or **maximum 1.0 inch** (all sides should be the same)
- Formatting (bold, italics, etc.) should be **consistent** (if town and state is bolded once, it would be bolded all throughout) to allow for reader to find information quickly and show organization

By Section

All sections should be **reverse chronological** (most current experience at the top to the furthest away).

Name and Contact

- Name is the largest text on the page (size 18); all other text is same size (min 10 and max 12)
- Recommend the font to be black and a standard, easy to read font like Arial or Times New Roman
- Do not need to list full address; update hometown if living on campus (*Example: Stony Brook, NY*)
- Make sure information is not in the header (text in the header does not appear in the ATS)
- Create a LinkedIn and customize URL ([View networking information on Career Center webpage](#))

Education

- List the expected graduation month and year (*Example: Expected May 2026*)
 - Education section is the only **without** start and end dates
- High school can be removed going into the sophomore year of college
- Can list Honors/Awards as a subsection for academic achievements

Experience

The types of experiences listed above are only some examples, and first-year students can think about different experiences during high school that can help show skills that relate to the specific application.

- Make sure to start with an **action-verb** based on the skill then description and outcome
- Each bullet point should showcase you and your **skills**
- **Outcomes** are very important as they describe how your skill helped the organization, team, people, etc.
- Create a clear picture (including frequency like daily or weekly, how many people or items)
- 3 to 4 bullet points of skill-based bullet points relevant to the specific posting

Skills

- List all technical and observable skills (Computer, Spoken Language, Certifications)
- Soft skills (*Example: Teamwork and Communication*) should instead be shown in the Experience section
- Skills section will be at the bottom of a resume (IT & Engineering resumes have Skills under Education)

Book a [Resume Review appointment in Handshake](#) to help you with this process!

*This is a general guide but is not all encompassing. It is recommended to have your resume reviewed.