



Although there are many opinions of resumes today, we believe the format below is the most successful. We speak with company representatives daily and they frequently express their likes or dislikes regarding an applicant's resume. Hopefully, then, this guide used along with the **Resume Packet** will help you become more successful in getting the initial interview.

Remember, a clear, concise, one-page resume will communicate as much information as is necessary to prompt the initial interview. *Length is not strength!* Also, keep in mind that what works best for your resume will be different from someone else's. **The order in which the section titles appear below are common, but not set in stone.** While the objective and the education sections are usually listed first for undergraduates, seniors, and most graduating graduate students, the other sections may appear in different orders beneath them; whatever is appropriate for the individual.

When applying to graduate school, you may also wish to include a resume with your application materials. Doing so will help you to stand out as a candidate. Identify an appropriate objective, such as "To earn admission into X University's School of Law."

Please Note: Use the format, samples, and construction tips to help guide you in creating your resume. They will help you with determining the *type of information* to include, the *proper format and layout* to use, as well as provide *ideas about content*. Individual experiences, which are the key to setting yourself apart from other candidates, may be listed in alternative orders and styles to make one's resume unique.

Name (First, Middle [or Middle Initial], Last):

[Center, Bold and Use a large font with your name].

Citadel: MSC 0000, 171 Moultrie St., Charleston SC 29409 843.953.0000 name@citadel.edu

Home: 123 Main Street, City, ST 01234 123.456.7890

OBJECTIVE

A simple and concise statement about what you are looking for in a position.

[Do not use extra wording, such as "utilizing my skills and experience" or "with a challenging company." Save that for the interview or for dressing up a cover letter. In most cases, employers want to know what you are applying for; they do not have the time to research what position would be a good fit for you].

EDUCATION

Degree in Field, Month & Year of Graduation

The Citadel, The Military College of South Carolina

[Bold and/or Italicize the Degree, Field and The Citadel for prominence.

List in reverse chronological order; most current schooling first.

Include grade point ratio (GPA) if a 3.2 or better (cumulative and/or major).

You may also wish to state courses taken here or in a separate section. High School education may be listed by underclassmen or by seniors who are seeking positions that would involve the school district they had attended].

SKILLS

1	2
3	4

Citadel Rank

Holders...Do not forget to identify the training you have received here or in another section.

[Place into two or three distinct columns. If you are proficient or knowledgeable in a number of computer programs, list these separately as Computer Skills. Depending on the type of position you are applying for, the section may be listed before OR after the Experience section. If you also possess a combination of skills and training experiences, you may wish to list both here and adjust the section title accordingly].

For the body of the resume (Objective section on down), use between a 10 and 12-point font. Anything smaller may be too difficult to be read and can easily smear when faxed. **For the contact section**, use between an 18 and 22-point font for your name. The address may be between 10 and 12-point font; but remember, if it cannot be read, you may not be contacted by the employer.

EXPERIENCE

Job Title, Firm & Location, When [Month & year to Month & year OR to Present]
[Bold, Italicize and/or Underline job title for prominence on page. List jobs in reverse chronological order; the most current job held is listed first. Also for "When" you may indicate a particular term, i.e. Fall 2006; or abbreviate the month, i.e. Aug or 8 for August].

- ◆ Bullet at least 2-3 job duties & use action verbs to describe what you did.
- ◆ Use past tense if job completed and present tense if still working

Job Title, Firm & Location, When [September 2006 - Present].

- ◆ Bullet job duties and use action verbs

Job Title, Firm & Location, When [May 2006 – August 2006].

- ◆ Bullet job duties and use action verbs

LEADERSHIP

If you have held leadership positions at The Citadel, list them in the same manner as the experience section above. This will help to delineate what you may list in the skills and/or training section(s) or the honors / activities section. Underclassmen may wish to list substantive leadership roles from high school.

VOLUNTEERISM

If you have volunteered for organizations or for special events on a regular basis, make note of it here either in column format or a bulleted list. If your involvement included organizing an event, etc., you may also wish to use the same format as the experience section to provide more details.

HONORS/ ACTIVITIES

1	3	5
2	4	6

[Place into 2 or 3 distinct columns. Indicate awards, scholarships, elected offices, clubs, organizations, sports, etc. If previous job experience is minimal and honors /activities are vast, list this section before the Experience section. Underclassmen may wish to indicate honors/activities for high school, as well as The Citadel for the first few years and then remove the junior/senior year].

INTERESTS

1	2	3
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[Place into 2 or 3 distinct columns. List any interests or hobbies. This may establish common ground with an interviewer].

Academic Portfolio and References Available Upon Request.

[Make these items available for the employer. Do not refer to an Academic Portfolio if you do not have one].

Don't forget to adjust the top/bottom and left/right margins as needed. Most resumes for undergraduates and many graduate students will fit onto one page.

Be consistent throughout your resume. If you use all caps on the "OBJECTIVE," use them on all section headers. If you use punctuation at the end of each bulleted item in the Experience, Leadership, etc. sections, do the same for each one.

Hard copy resumes should be printed on resume quality paper (20lb. bond paper) with a laser printer. Be sure to print on the proper side. (Hold the paper to the light to view the watermark from left to right. Your resume should print on that side). Use white or ivory paper so that potential employers may make clear copies.

The above described format is called **Reverse-Chronological** and is the most widely used. It allows employers to view what you are currently doing first, followed by what immediately precedes each listing. A variation to this format that may be more appropriate for you to use is the **Functional Format**. It takes into account what job, leadership, or volunteer role best matches the opportunity you currently seek, regardless of when you held it. (Refer to *Resumes That Knock 'Em Dead* for information; www.knockemdead.com or view a copy at the Career Center).