Resume

A Young Leaders Council resource.

Producing a good resume and a well-written cover letter is needed for a successful job search. These documents play a critical role in helping recruiters or employers understand who you are on paper, what motivates you, and what you have to offer as a potential leader. It is always recommended to have someone look over your resume and cover letter before submitting your application (peer/faculty members at your institution).

Resume:

A resume presents your story by highlighting your skills (the things you do well). Employers initially scan a resume for 30 to 60 seconds, so it needs to be descriptive and concise at the same time. It also needs to be crafted for the organization to which you are applying.

Quick Formatting Tips:

To keep your resume easy to read, divide it into common sections that are listed below. Keep in mind, your document should be at most one page.

- Name and Contact Information
- Education
- Experience
- Skills (Optional)
- Put your experiences in reverse chronological order in each section
- Keep your formatting consistent and easy to skim quickly
- Use bullets, not paragraphs
- Quantify when possible

RESUME CHECKLIST:

Personal Information:

- Located at the top of the page and does not take an excessive amount of space Includes:
  - First and last name (should be between 14 point and 16 point font)
  - Address, one accessible for at least 6 months to a year
  - Phone number, including area code
  - Email address, some derivation of your name that makes a professional impression

Example:

John Smith
1234 Best Buddies, Miami, FL 77843
(979) 123-4567, Johns@bestbuddies.org

Education:

  - Begins with the highest education at which you are currently or most recently enrolled, which typically includes,
    - City and state where the institution is located
    - Most recent diploma/degree, Date of graduation
    - Complete title of majors, minors, licensures, and certifications
    - Cumulative GPA/GPR (Can also add major GPR if higher than cumulative GPR)

Example:

Best Buddies University, Miami, FL
Bachelor of Science in Psychology, Minor in Business, May 20XX
Major GPR: 3.48 Cumulative GPR: 2.89

Experience:

Includes:
- Full name of the company or organization
- City and state where the company/organization is located
- Title of the position held
- Dates the position was held (month-year to month-year)
- Action skill statements emphasizing your relevant skills and accomplishments
  - Each action skill statement begins with an action verb
  - Use the appropriate tense – present tense to describe current positions, past tense for prior positions
  - List entries in reverse chronological order

Example:

Best Buddies International, Miami, FL
Intern, May 20XX – August 20XX
- Reviewed new fundraising requirements for chapters using document analysis, surveys, and workflow analysis.
- Communicated and collaborated with external and internal participants to analyze resource distribution
- Worked independently to define concepts and under the direction of program managers.

Leadership or Activities:

- Lists entries in reverse chronological order Includes:
  - Full name of the organization
  - School or the city and state where the organization is located
  - Title of any position held
  - Dates the position was held (month-year to month-year)
  - Action skill statements emphasizing your relevant skills and accomplishments
  - Relevant memberships and affiliations
  - Emphasizes leadership roles

Example:

Young Leaders Council, Best Buddies International
Chair, *Spring 20XX – Present*

- Interviewed, selected, and managed 24 members from an applicant pool of 300.
- Developed and led training on leadership, communication, team building, and risk management.
- Selected based on competitive interview and application process.

Overall Appearance:

- Looks like a professional document
- Is an appropriate length, for most this means one 8.5" x 11" page
- Page margins (.5" to 1.0"), font size (10 point to 12 point) and type (Arial, Calibri, Times New Roman, or Courier fonts) are appropriate
- Is free of typos, spelling mistakes, and grammatical errors
- Bullet points, bolding, italics, and/or other highlighting are used consistently
- Categories are arranged in a logical order, presenting relevant information first