

OVERALL FORMAT

- ☐ Concise (~ 1 page), consistent, easy to scan
- ☐ Created in Word or Google Docs
- ☐ ½" – 1" margins all the way around the page
- ☐ Font size is 10-12 points (except headers)
- ☐ Looks professional and aesthetically pleasing.
- ☐ No pictures, text boxes, or flashy fonts.

RESUME CONTENT

HEADING

- ☐ Name is largest text on the page (font size 18-24)
- ☐ Does NOT include mailing address (just city, state)
- ☐ Includes phone number and professional-sounding personal or school email
- ☐ Includes LinkedIn personalized URL (if complete and updated frequently)

Example:

YOUR NAME

360-650-1234 | sample@gmail.com | Mount Vernon, WA | linkedin.com/sample

CAREER FOCUS & HIGHLIGHT OF QUALIFICATIONS

- ☐ Indicates career focus or type of role desired
- ☐ Uses keywords from job posting and addresses qualifications, summarizing detailed information

Optional Additions

- ☐ **Technical Skills:** List technical skills specific to your field/desired job (such as software used, programming languages, statistical software, laboratory techniques, etc.)
- ☐ **Languages:** Include description: "Fluent in..." "Working knowledge of..." or "Familiar with..."

Example:

EDUCATION

CAREER FOCUS: Program Coordinator | Youth Advocate

KEY QUALIFICATIONS

- Passionate advocate with Associate's in Human Services and demonstrated commitment to youth welfare.
- Knowledge of trauma-informed practices gained coursework and practicum experience.
- Bilingual in English and Spanish with well-developed intercultural communication skills.
- Excellent multitasking and problem-solving skills honed in customer service experience.

- ☐ Include schools currently attending or completed degrees
- ☐ Current (or most recent) degree listed first
- ☐ Degree(s) spelled out (not abbreviated) and all relevant degree/certificate names included
- ☐ Graduation month and year (with "expected" or "anticipated" for those not yet complete)
- ☐ GPA— optional unless specifically requested in job posting

Optional Additions:

- ☐ **Relevant Coursework:** List courses relevant to the job with name and subject spelled out

- ❑ **Study Abroad:** Location, school/program name, dates included. If relevant to desired job, course(s) and projects listed or described in bullet point format.
- ❑ **Honors & Awards:** List name of each honor/award (including scholarships, Dean's List)

Example:

EDUCATION

Associate of Arts in Human Services, Certificate: Substance Use Disorder Counseling
Skagit Valley College (SVC) | Mount Vernon, WA | Expected Graduation: June 20XX

Relevant Coursework: Human Development | Crisis Intervention | Professional Ethics | Equitable Trauma Informed Practice | Motivational Interviewing

EXPERIENCE *jobs, internships, research, volunteering, campus/community involvement & leadership*

- ❑ Consider creating a "Relevant Experience" section followed by an "Additional Experience" section.
- ❑ Jobs/Internships listed in reverse chronological order (most recent first) within each header
- ❑ Job or Internship title + company/organization, followed by city and state
- ❑ Month and year started and ended ("present" if you're still working there)
- ❑ Achievements & skills developed, using bullet point format. *What did I do? + Why did it matter?*
- ❑ Action verb at the beginning of each statement, using a variety of verbs, if possible.
- ❑ Numbers and metrics where appropriate *Ex: "resulting in a 10% increase in membership"*

Example:

RELEVANT EXPERIENCE

Client Support Intern

Evergreen Recovery | Mount Vernon, WA

October 20XX- May 20XX

- Supported a caseload of 15 clients in outpatient substance use treatment by conducting intake screenings and co-facilitating psychoeducational groups.
- Assisted certified counselors in developing individualized treatment plans for clients, utilizing motivational interviewing techniques to support client engagement.
- Collaborated with a multidisciplinary treatment team to coordinate referrals to community resources.

ADDITIONAL WORK EXPERIENCE

Sales Consultant

Kohl's | Burlington, WA

October 20XX-April 20XX

- Addressed customer complaints positively, using strong customer service skills.
- Awarded "Employee of the Month" two times for outstanding teamwork and work ethic.

OTHER POSSIBLE INFORMATION TO INCLUDE

- | | |
|--|--------------------------------|
| • Licenses & Certifications | • Publications & Presentations |
| • Relevant Projects | • Job Shadowing |
| • Community Involvement | • Athletic Involvement |
| • Professional Associations & Affiliations | • Specialized Skills |

Depending on how much you want to emphasize this content, it could be listed as a separate section or incorporated into one of your existing resume sections.

REFERENCES

- ❑ NOT INCLUDED on resume (and "references available upon request NOT listed on resume)
- ❑ Listed on a separate document from the resume