



## Resumes

### Core Resume Sections for a College Student

Every college student will need a resume at some point in their tenure in higher education! Maybe you are a first-year student applying for your first ever position in OSU Dining Services. Or perhaps your advisor just told you about a summer research position they'd like you to apply for and is asking for a copy of your resume NOW. Maybe you're gearing up to find your dream internship, or even beginning to apply to full-time jobs as graduation nears!

What is the one thing all of these situations have in common? Yep, you're going to need a resume! So let's get you started on crafting a strong, impressive general resume. This tip sheet will outline the core sections which should be a part of your resume as well as other additional sections you may wish to include to most effectively highlight your unique set of experiences and skills.



### The Usual Suspects: Key Resume Sections

The following four sections are appropriate for nearly any general resume.

#### 1. Name and Contact Information

The heading of your resume should include your name and contact information. Your name should be easy to read and the largest text on the page. Traditionally, people have included a mailing address (either a local campus or permanent address, or both if planning to move soon). Employers are becoming more receptive to resumes that just list a city, state, and zip code because they will obtain your complete mailing address when they ask you to submit an online application, so you may opt to leave off your street address. You'll also want to list your phone number, and your primary email address. Make sure the email address you list is the one you check most regularly. This is also where you can include links or handles to select external accounts (LinkedIn, well curated personal websites, Instagram, etc.) that further highlight your experiences, skills, and accomplishments.

*How could I format this section? Here's one option:*

<b>Ima Gem</b>	
gem.1@osu.edu • 609-234-5678 • linkedin.com/in/ima-gem • @imagem	
<b>Current Address:</b> 2345 E. Northwood Ave. Columbus, OH 43201	<b>Permanent Address:</b> 6789 Main St. Princeton, NJ 08543

#### 2. Education

Include the name, the full title of your degree (i.e. Bachelor of Arts, Bachelor of Science; note that certain programs in ASC have "tagged" degrees, such as Bachelor of Music Education or Bachelor of Science in



Atmospheric Science. If you have questions about the title or your degree, check with your department advisor) and location of any institutions at which you currently are enrolled or have previously attended.

If you are a first-year or sophomore, it is appropriate to include your high school information. If you are an upperclassman, there is no need to include your high school on your resume. List additional universities attended only if you earned a degree or certificate, or if you describe experiences elsewhere on your resume that occurred during your enrollment at those institutions. When multiple institutions are listed, they should be placed in reverse chronological order. If you are currently working toward your degree at Ohio State, the month and year of this degree’s conferral can be noted as “Anticipated” or “Expected”. Be sure to list all major(s), minor(s), focus areas, a cumulative GPA, and/or a major GPA. In general, you should include a GPA on your resume only if it is a 3.0 or higher. However, one exception to this rule applies to STEM (Science Technology Engineering and Mathematics) majors. If your major is in a STEM field, you should include your GPA on your resume only if it is a 2.8 or higher.

How could I format this section?

<u>Education</u>	
<b>The Ohio State University</b> Bachelor of Science, major in Chemistry Minor in Philosophy	Columbus, OH Anticipated December 2021 Cumulative GPA: 2.89
<b>Columbus State Community College</b> Associate of Science, Chemistry	Columbus, OH GPA: 3.71

### 3. Experience

This section can feature any current or previous internships or jobs. Include the name and location of the organization/company, your position title, and the dates of each of your experiences. All experiences should be listed in reverse chronological order. There is no need to list every position you have ever held! Aim to keep your resume to one page in length. Focus on significant experiences that have led to the development of career readiness competencies. The description of your responsibilities and the career readiness competencies you developed in each experience should be written in easy-to-read bullet point statements. These descriptions – the actual content of your resume – are the most important part of any resume. For more guidance on crafting powerful bullet point statements, we highly encourage you to utilize Career Success’ [Identifying Accomplishments](#) worksheet.

Each bullet point statement should start with a strong action verb to immediately capture and hold the attention of whomever reads your resume. For a comprehensive list of action verbs to use when writing your bullet point statements, see our [Action Verbs for Resume Development](#) tip sheet.

Be certain that the tense of your action verbs reflect whether or not you are currently engaged in an experience. If an experience is ongoing, the action verbs you use should be in the present tense (i.e. Manage..., Communicate...). If you are no longer taking part in an experience or even have already concluded certain responsibilities or projects at a current experience, your action verbs should be in past tense (i.e. Managed..., Communicated...).

How could I format each entry in this this section?

<b>Tuttle Swimming Pool</b> <b>Lifeguard and Certified Water Safety Instructor</b> <ul style="list-style-type: none"> <li>Collaborate with staff team of 10 trained Red Cross Certified lifeguards and 2 head lifeguards to monitor wellbeing of all visitors</li> </ul>	Columbus, OH May 2019 – Present
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- Teach up to six different swim classes daily for all ages and levels of abilities, from infant to adult beginners
- Served as site contact to coordinate logistics for a swim-a-thon fundraiser for a local nonprofit

## 4. Skills

Do you have specific computer or language skills? If so, list these on your resume in this section. Be sure to be as explicit as possible, including both the title of the platforms, software, or programming tools and your level of proficiency. Be honest and accurate; you do not want to land an interview and find your interviewer spontaneously engaging you in rapid-fire Spanish when you are not actually fluent.

It is important to use this section to only list 'hard', or more readily measureable skills. 'Soft' skills are less impactful outside of context. A quick test might prove that you indeed are proficient in Adobe Acrobat, but how would you test or prove that you do in fact have strong leadership skills? Soft skills such as communication, adaptability, motivation, or teamwork instead should be demonstrated by grounding them in context, best done in a resume by incorporating into the content of the bullet point statements describing your experiences.

*How could I format this section?*

- Skills:** Highly proficient in Canva, Adobe, Wordpress, Hootsuite  
**Languages:** Basic Italian speech and comprehension skills; fluent in French

## The Mix Ins: Additional Sections

You can add in these sections in order to most effectively make your resume your own. Choose your own adventure!

### Study Abroad

If you have participated in one or more study abroad program(s) for which you have earned academic credit, this can also be included as part of your education section. It is also recommended that you add at least one bullet statement after any program listed in order to clearly articulate career readiness competencies (particularly global/intercultural fluency) you gained through your experience.

*How could I format this section?*

- |                                                                                                                                                                                                                                                                                                                                                       |                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <p><b>International Studies Abroad (ISA)</b><br/> <b>Universidad de Belgrano</b></p> <ul style="list-style-type: none"> <li>• Refined Spanish language skills and deepened understanding of Argentinian and Latin American culture through coursework, home-stay with family, and extensive independent travel to Uruguay, Peru, and Chile</li> </ul> | <p>Buenos Aires, Argentina<br/>       August – December 2019</p> |
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## Volunteer/Community Service Experience

*How could I format each entry in this section?*

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**Mid-Ohio Food Bank  
Volunteer**

Columbus, OH  
*August 2019 – May Present*

- Guide clients through facilities and train new volunteers in monthly onboarding sessions
- Process donations and efficiently restock shelves during client shopping hours to ensure adequate selection of perishable and non-perishable items available to all clients

## Leadership Experience

*How could I format each entry in this section?*

**The Ohio State University First Year Experience  
Peer Leader**

Columbus, OH  
*May 2019 – May 2020*

- Serve as a resource and main point of contact for approximately 250 new Ohio State University students throughout the orientation process and their first academic year
- Lead one-on-one coaching sessions and small group sessions to support students' transition into college and overall wellbeing
- Advocate for students who are historically less likely to graduate from Ohio State University, such as first-generation college students, students of color, commuters, lower-income students, and non-Ohio residents

## Activities

*How could I format each entry in this section?*

**The Ohio State University Club Volleyball  
Team Member**

Columbus, OH  
*August 2021 – May 2023*

- Participate in weekly team practices and travel to tournaments within Ohio and across the Midwest
- Researched estimated costs through various vendors and contracted local company to produce team fanny pack within set annual budget

## Coursework/Academic Experience

*How could I format each entry in this section?*

**Managing Policy Change  
OSU Department of Arts Administration, Education, Policy**

Columbus, OH  
*January – April 2019*

- Gained in-depth understanding of history of and rationale for cultural planning as a tool which harnesses the power of the arts to stimulate economic development in urban areas
- Conducted series of interviews with local stakeholders in Columbus arts and development community
- Identified key themes to emerge from qualitative work to formulate and present recommendations for future cultural planning efforts in downtown Columbus

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## Research Experience

*How could I format each entry in this section?*

<p><b>Associate Professor X</b>, Department of Anthropology, The Ohio State University <i>Undergraduate Research Assistant - 3 credit hours</i></p> <ul style="list-style-type: none"> <li>Collaborated closely with Associate Professor X to advance their ongoing research</li> <li>Transcribed over 200 primary sources and created electronic database to better organize all materials</li> </ul>	<p>Columbus, OH January 2018 – May 2020</p>
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OR

<p><b>Professor Z</b>, Department of Sociology, The Ohio State University <i>Undergraduate Honors Thesis - 4 credit hours</i></p> <ul style="list-style-type: none"> <li>Guided and supported by thesis advisor Associate Professor Z in explorations of social stratification and the expansion of inequity in Sao Paolo, Brazil</li> </ul>	<p>Columbus, OH May 2018 – May 2019</p>
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## Publications

*How could I format each entry in this section?*

<p><b>Publication:</b> Green, J. "Are Hammocks Taking Over Campus? Students Search for the Great Outdoors". The Ohio State University Review, Vol. 3, No. 1, 2020, pp. 94-104.</p>
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OR

<p>April 2020. "Swinging into the Spring, Hammocks are the New Slacklining". The Lantern.</p>
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## Presentations

*How could I format each entry in this section?*

<p><b>Presentation:</b> Department of Biology. Honors Thesis: "Bioluminescent Plankton of Puerto Rico and Climate Change". The Ohio State University Denman Undergraduate Research Forum. April 2021.</p>
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## Performance Experience

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<i>Soloist</i>	<b>OSU Department of Dance Senior Concert</b> , Barnett Theatre, Columbus, OH	April 2019
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## Production Experience

*How could I format each entry in this section?*

<i>Stage Manager</i>	<b>OSU Department of Theatre Twelfth Night</b> , Thurber Theatre, Columbus, OH	April 2020
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## Shows/Exhibits

*How could I format each entry in this section?*

"Arts Scholars Exhibition". The Ohio State University Urban Arts Space, Columbus, OH	February 2019
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## Interests

It is recommended you use this section with careful discretion. It is not necessary to share that you have an interest in baking, gardening or scrapbooking on a professional resume. However, if your interests very well complement the type of position you are applying for, you might consider including this section. For example, if you are applying for a position at an outdoor education program and have been very involved in or even have expert level experience in certain activities, you may want to list some of your accomplishments in this section.

*How could I format this section?*

Completed both the Appalachian and Pacific Crest trails • Hiked 45 of 96 Fourteeners • Axeman Certification
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## Putting It All Together!

Check out the following resume sample to see just one example of how to pull each of these different sections together to create a resume that best represents you! Note that the sample distinguishes between relevant and additional experiences in two separate sections. This formatting tactic is a good strategy to follow because it allows you to place an experience that ties directly to the needs of an employer toward the top of your resume. If all of your experiences relate directly to the needs of an employer, you just need to have one Experience section. As you are writing your resume, remember that you can obtain assistance by stopping by Career Success during walk-in hours or connecting with a Career Coach. To schedule an appointment with a Coach, log into Handshake.

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# Brenda Buckeye

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## Education

The Ohio State University  
Bachelor of Arts, majors in Communication and Theatre  
Minor in Professional Writing

Columbus, Ohio  
Expected May 2020  
Overall GPA: 3.31

## Relevant Experience

### YMCA of Central Ohio

#### Marketing Intern

Columbus, Ohio  
October 2019 - Present

- Design an internal newsletter for distribution to 30 regional centers
- Created new marketing strategy that increased memberships by 3% through advertising new services
- Prepare social media posts to heighten awareness of membership advantages
- Provide administrative support to chief staff members

## Additional Experience

### YMCA of Whitehall

#### Day Camp Counselor

Whitehall, Ohio  
May - August 2019

- Planned, organized, and directed daily activities for children ages 5-11
- Led and supported campers as they learned the Pledge of Allegiance in American Sign Language, culminating in a performance at the Hoover Y-Park for over 700 staff and campers from other Central Ohio YMCA camps
- Coordinated efforts with supervisor and other counselors in the planning and development of an end of the summer awards ceremony for the children and their parents/guardians

### Brenan's Café

#### Customer Service Representative

Columbus, Ohio  
September 2016 - Present

- Provided customer service and managed all aspects of daily operations in a fast paced environment
- Performed store closing procedures, including auditing cash registers and completing security checklist
- Trained and monitored new employees to establish an efficient and productive work environment

### City of Gahanna - Department of Parks & Recreation

#### Parks Maintenance Employee

Gahanna, Ohio  
May - August 2016

- Collaborated with maintenance team to ensure upkeep of parks and recreational facilities
- Responded to park visitors' needs and connected them to appropriate resources

## Leadership Experience

### Mu Nu Xi Omicron Sorority

April 2017 - Present

- Coordinate registration process and catering for over 200 guests at annual gala
- Serve as alumni outreach representative responsible for communication by phone, email, and social media platforms such as Facebook and Instagram with over 500 members nationwide

### Habitat for Humanity

July 2017

- Appointed as cohort team leader of 15 volunteers after three weeks on site
- Created team schedules and logged hours worked in Excel spreadsheets

### Salvation Army Bell Ringer

December 2016

- Contributed toward fostering team-wide enthusiasm and engagement, leading team to reach 110% of projected fundraising goal

## Skills

**Computer skills:** Proficient in Microsoft Word, Excel, PowerPoint, Access, and Outlook; SPSS; Adobe Creative

**Language skills:** Basic American Sign Language

## Honors and Activities

Dean's List - 6 terms

Recipient of the Donald L. Kidwell Memorial Scholarship, School of Communication, April 2019

Cast member in *The Curious Incident of the Dog in the Night Time* production, The Ohio State University Department of Theatre, April 2019