

Resume Guide

The Basics

PURPOSE OF A RESUME:

Demonstrates skills and experiences
Often the first point of contact with an employer
Key-player in landing a role

FORMATTING YOUR DOCUMENT:

FONT: size 10-12 in a traditional font (Times, Arial, Calibri)
MARGINS: Between 0.5-1.0 inch, equal on all sides
LENGTH: 1-page, can be two pages for Masters or above level students or certain majors with a lot of fieldwork

**Do not use a template or add your photo. These will disqualify you from most applicant tracking systems.

CATEGORIES TO INCLUDE:

CONTACT INFORMATION: Full name (first & last), address, primary email, primary phone
EDUCATION: (Present to Past order) School, full degree title, expected graduation date, GPA (3.0 or higher)
**No high school
EXPERIENCES: List experiences in reverse chronological order. You can divide this into multiple sections

COMMON EXPERIENCE SECTIONS TO INCLUDE:

Athletics	Research Experience
Clinical Experience	Service & Volunteer
Internships	Work Experience
Job shadowing	Course Projects
Relevant Coursework	



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FORMATTING EXPERIENCE SECTION

Name of Organization

Month, Year- Month, Year

Position title

Bulletpoints describing details of your work.

CREATING A BULLETPoint

Each bulletpoint should start with an action verb

Bulletpoints should showcase your responsibilities and accomplishments

Use the bulletpoint resources on Handshake!

WORK WITH A CAREER ADVISOR TODAY!

gannon.joinhandshake.com

On Handshake, you can:

Upload your resume for feedback

Schedule with a career advisor

Utilize the resource library

Register for upcoming events



 career@gannon.edu