



Creating a “Results” Resume

Your Name

Street Address • City, State Zip

Phone Number • E-Mail Address

Objective:

This is an optional section that should state what you are applying for with targeted company. Objective, if it is used, is listed directly below your name and address. This section might be a good idea to use if it isn't obvious from your past experience and/or your major, or if the resume is not accompanied by a cover letter. An objective can include job title, industry, and/or some competencies or skills you would like to use in your position.

Profile:

- This optional section may be a great way to advertise your general skills or special knowledge related to job.
- Include soft skills (i.e. strong communication skills, good work ethic) that make you an outstanding candidate).

Education:

Saint Louis University, St. Louis, MO

Degree Title with Major (Minor if Applicable)

Graduation Date

Include GPA if it is over 3.0/4.0

Relevant Experience:

Internship Title, Name of Company, City, State Dates when you worked

- Explain job duties and accomplishments.
- Use phrases, starting each phrase with an action verb to grab reader's attention.

Employment History:

Job Title, Company Name, City, State Dates when you worked

- Describe job duties and accomplishments.
- List all experience in reverse chronological order, starting with most recent.

Additional Headings:

- What types of skills or experiences are missing from your resume?
- Were you involved in extracurricular activities on campus?
- Did you volunteer at various organizations?
- Have you traveled and/or studied abroad?
- Give these missing items a heading title and describe or list your involvement.
- Some examples include Relevant Coursework, Languages, Honors, Activities, Community Service, Volunteer Experience, Computer Skills, Research Experience, Laboratory Skills, Flight Experience, etc.
- Additional headings will be unique for each individual.

General Tips:

- Keep in mind that an employer will typically scan a resume for 1 minute or less.
- Be honest throughout your resume—never lie!
- It is best not to use a resume template! Use a word document, standard font style.
- Don't forget to have a career counselor or peer advisor critique it!