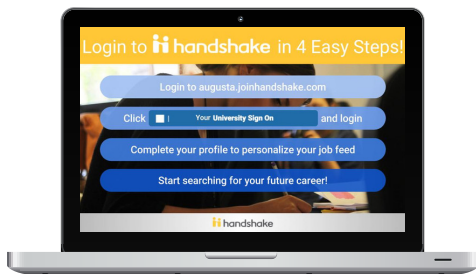


BASIC RESUME FORMAT

A resume is a one page summary of your experience. This includes paid, unpaid, and academic experiences. You should focus on demonstrating the traits and skills you can offer.

TIP

Try to include job keywords and competency examples (see pg. 6) in your bullet points.



Upload your resume to Handshake for a free personalized review by a Career Consultant

Education

Include:

- Current education at Augusta University
- Previous degrees earned (leave out high school)
- Current GPA if above a 3.0

Miscellaneous

Examples:

- Honors and Awards
- Campus Involvement
- Professional Organizations
- Leadership Experience

Heading

Include:

- First and last name
- Professional email
- Current phone number

Experience

Include:

- Highlight relevant paid, unpaid, volunteer, or internship positions
- Work in reverse chronological order (most recent first)
- Begin each bullet point with an action verb

Skills

Include:

- List computer and technical skills
- Display language proficiency
- Certifications can be included

BASIC RESUME SAMPLE

Ask yourself: does your resume demonstrate how you add value and evidence of your initiatives, influence, and accomplishments? Think about ways you can demonstrate the competencies!



JOHN DOE

737 Opportunity Lane | Augusta, GA 30909 | 706-555-5555 | jdoe@augusta.edu

EDUCATION

Augusta University Augusta, GA
Bachelor of Science in Chemistry May 20XX
HOPE Scholarship Recipient
Overall GPA: 3.5, Major GPA 3.7

WORK EXPERIENCE

Augusta University Undergraduate Research Augusta, GA
Research Assistant May 20XX - Present

- Interpret and analyze quantitative and qualitative results
- Compile research data and draft reports
- Communicate with research team about data collection and reporting methods
- Document data using Microsoft Excel
- Provide training for newer researchers and offered guidance as needed

Augusta University Student Success Center Augusta, GA
Chemistry Tutor August 20XX - May 20XX

- Assisted over 100 students with chemistry homework
- Met with students for individual or group appointments
- Coordinated learning activities for advanced students

ACTIVITIES AND INVOLVEMENT

American Chemical Society May 20XX - Present
Student Member

Augusta University Society of Nuclear Scholars August 20XX - Present
Member

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Publisher, and Outlook
- CPR Certified Expiration June 20XX
- Bilingual: Fluent in Spanish and English