Creating an Effective Resume

YOUR NAME
Street Address • City, State Zip
Phone Number • E-Mail Address

OBJECTIVE
This optional section should be listed below your name and address. It is important for career fairs but not necessary when you are enclosing a cover letter with your resume. If included, you should state the job title, types of positions, or the skills that you would like to use in the position you are seeking.

PROFILE
- This optional section may be a great way to advertise your "hard" skills—those that are important to your job or industry—and your "soft" skills—the attributes that we want in all of our colleagues regardless of the field (excellent communication skills, strong work ethic).
- It usually includes 3-6 bullets

EDUCATION
Saint Louis University, St. Louis, MO
Degree Title with Major   anticipated month year
Minor(s) and/or Certificate(s), if applicable
Include GPA if it is over 3.0/4.0

RELEVANT EXPERIENCE
Name of Organization, City, State
Internship Title   month year-month year—or— semester year
- Explain duties and accomplishments.
- Use phrases, starting each with an action verb to grab reader's attention.

ADDITIONAL WORK EXPERIENCE
Name of Organization, City, State
Job Title   month year-month year
- Describe job duties and accomplishments. Think in terms of how to qualify or quantify what you have done.
- 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? Were you a leader?
- Did you volunteer at organizations or go on mission trips?
- Have you traveled and/or studied abroad?
- Give these missing items a heading title and describe or list your involvement.
- Some examples include Languages, Honors, Clinical Experience, Community Service, Volunteer Experience, Computer Skills, Research Experience, Laboratory Skills, Flight Experience, Relevant Coursework, etc.

General Tips:
- Keep in mind that an employer or hiring manager will typically scan a resume for 1 minute or less.
- Don't forget to have a career development specialist critique it! Career Services hold walk-in hours Monday-Friday from 1-2 pm or schedule an appointment through SLU Appointments.