



Resume Sample: General Resume

The process of creating your resume may be confusing at times, and it may be difficult deciding what to include and what to leave off. Employers are looking for well-rounded students so it's important to include a variety of experiences, which could include: internships; volunteer experiences; part-time jobs; and student organization involvement. Following the tips below is a great starting point to drafting your resume. You can stop by the Arts and Sciences Career Services Office during walk-in hours to have your draft resume reviewed (details about walk in hours are found at <https://asccareerservices.osu.edu/students/services/walk-in>). If you're not sure how to start a resume, try the Resume Builder tool on FutureLink (<http://futurelink.osu.edu>).

- 1 Start with a solid heading.
The heading of your resume should include your name (larger than the other text on the page), your local campus address, your phone number and your email address. Many students also include a link to their LinkedIn profile, which can highlight additional skills, experiences, and recommendations from former/current supervisors, faculty, or other professional contacts in your network.
- 2 Describe your education.
Your resume's Education section should include your current school and any other school (other than high school) where you've earned a degree from. This section should also include your major, your minor, and when you expect to graduate.
- 3 Listing a GPA
If your overall GPA is above a 3.0 it's also recommended this be included in the Education section.
- 4 Highlight your experiences.
It's important to be specific and intentional in letting the reader know about skills you've acquired via past experiences. The Brenda Buckeye sample resume divides her experiences into the following sections: Relevant Experience, Additional Experience, and Volunteer and Leadership Experience. Your resume doesn't have to look exactly like this, but it's important to have the most important and relevant items towards the top of the resume.
- 4 Highlight your experiences (continued)
When describing your experiences its best to use bullet points. Use strong action verbs to start each bullet point, and try to craft your points into P.A.R. statements (Problem, Action, and Result). Employers are interested in learning about critical skills you've acquired through experiential learning experiences so the more detail you provide the better. Use the link to the NACE website (see below) to learn more about what employers are looking for in regards to career readiness, and work those attributes into your resume wherever possible. Being able to describe your skills is a key step in having the employer follow-up with you for an interview.
- 5 Do you have specific computer or language skills?
If so, list those out on your resume, too. It isn't necessary to list your proficiency in basic programs like Microsoft Word or PowerPoint, but you should highlight expertise in other programs, including social media platforms, programming language, design software, etc. You should also let the reader know about other languages you have experience with (but be sure to list a specific proficiency level).
- 6 A final, optional, section.
If you have other experiences or accomplishments you'd like to include on your resume those can often be grouped together at the bottom. This section could include awards you have received, or activities you take part in.

Resources/Websites for Students

FutureLink <http://futurelink.osu.edu>

- Internship and job opportunities for Arts and Sciences majors
- Resume-builder: a helpful tool for students who need assistance with the formatting of their resume

National Association of Colleges and Employers (NACE)

http://www.naceweb.org/s04202016/four-career-readiness-competencies.aspx?utm_source=spot-col&utm_medium=email&utm_content=txt&utm_campaign=content

Top 10 Common Resume Mistakes Arts and Sciences Majors Make

With so much to think about in the construction of your resume, including what was listed on page 1 of this tipsheet, it's easy to make a mistake. Below are 10 of the most common mistakes (in no particular order) we see Arts and Sciences majors make. You are also encouraged to view our Getting Started with Writing a Resume webshop, which you can find at: <http://asccareerservices.osu.edu/guides/resumes>

1. Student doesn't indicate they are completing a bachelor's degree, and instead just lists the major
 - Incorrect: Psychology
 - Correct: Bachelor of Arts (or Bachelor of Science), Major in Psychology
2. Incorrectly lists OSU on their resume
 - Incorrect: Ohio State University or OSU
 - Correct: The Ohio State University
3. Student has a job at OSU, or some other large organization, but doesn't list the unit or division in which they work
 - Incorrect: The Ohio State University
 - Correct: Department of Athletics, The Ohio State University
4. Capitalizing seasons, academic periods, and one-time events referenced within bulleted items
 - Incorrect: Organized a group of 25 volunteers during Spring Break 2017 to collect litter along the hiking trails at four parks in central Ohio
 - Correct: Organized a group of 25 volunteers during spring break 2017 to collect litter along the hiking trails at four parks in central Ohio
5. Assuming that the reader is familiar with campus abbreviations (e.g., RPAC, GEC, USG, etc.). Write out the full name of the organization instead of using the abbreviation
6. Making the employer guess which term you'll be graduating
 - Incorrect: 2014- present or 2014-2016
 - Correct: Expected May 2017 or Graduating May 2017
7. Referencing your GPA as a first-semester freshman. Most first-semester freshmen simply leave-off the GPA, but instead it could be listed as: GPA: 0.00 (first term freshman)
8. Forgetting to include experiences that could display transferable skills. Examples of experiences that should be included on your resume are:
 - Volunteer experiences
 - Part-time or summer jobs
 - Student organization/Greek Life involvement
9. Using incorrect verb tense
 - Experiences listed on your resume that you are no longer doing should utilize past-tense verbs (e.g., Directed a play for a local theatre group)
 - Experiences listed on your resume that you are still currently doing should utilize present-tense verbs (e.g., Directing a play for a local theatre group)
10. Going overboard with visual elements, or inconsistency in formatting. Items to keep in mind
 - You should not be using multiple colors on your resume
 - You should not be using a variety of fonts (i.e. stick with one, Arial or Calibri are preferred)
 - You should not be including pictures or graphics on your resume (exception: those seeking modeling, acting, or broadcasting positions)
 - You should not be using a variety of bullet types (use squares, circles throughout the resume)

Brenda Buckeye

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2 EDUCATION

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

Columbus, Ohio
Expected May 2017
3 Cumulative GPA: 3.31

RELEVANT EXPERIENCE

YMCA of Central Ohio

Marketing Intern

Columbus, Ohio
October 2015-Present

- Designed an internal newsletter for distribution to 30 regional centers
- Created new marketing strategy to increase memberships by advertising improved services
- Develop and distribute brochures to the public to heighten awareness of membership advantages
- Provide administrative support to chief staff members

ADDITIONAL EXPERIENCE

YMCA of Whitehall

Day Camp Counselor

Whitehall, Ohio
Summer 2015

- Planned, organized and directed daily activities for children ages 5-11
- Directed children in the learning of the Pledge of Allegiance in sign language, resulting in a performance at the Hoover Y- Park for over 700 counselors 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 Cafe

Customer Service Representative

Columbus, Ohio
September 2013-May 2016

- Provided customer service in a fast paced environment through all aspects of store operations
- Directed store closing operations, included auditing of cash registers and completion of security checklist
- Trained and monitored new employees to establish an efficient and productive work environment

City of Gahanna-Department of Parks and Recreation

Maintenance Employee

Gahanna, Ohio
Summer 2012

- Collaborated with maintenance team in the efficient upkeep of three parks
- Responded to park visitors' needs and connected them to the proper resources

VOLUNTEER AND LEADERSHIP EXPERIENCE

Mu Nu Xi Omicron Sorority

April 2013-Present

- Coordinate RSVPs and catering for annual gala
- Serve as alumni outreach representative responsible for email and phone communication with over 300 members nationwide

Habitat for Humanity

Summer 2015

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

Salvation Army Bell Ringer

Holiday Season 2014

- Contributed to team achieving 110% of projected fundraising goal

RELATED SKILLS

Computer skills: Proficient in: Microsoft Access; SPSS; Adobe Fireworks; iMovie; InDesign; Hootsuite; C++

Language skills: Basic American Sign Language

HONORS AND ACTIVITIES

- Recipient of the Donald L Kidwell Memorial Scholarship, School of Communication, Spring 2015
- *Our Town* and *Sketch by Number* productions, The Ohio State University Department of Theatre, Spring 2014