

Resume Guidelines

Resume Formatting Tips

- Make sure that spaces between categories or items are consistent and that there is enough space, so your resume does not look overcrowded.
- Font size should be between 10.5 pts and 12 pts. Use a clear and readable font (e.g. Times New Roman, Arial, Calibri, Helvetica, Georgia, Avenir Next).
- The font for your name can be 4 to 6 pts larger than the rest of the text on the page.
- Use bold headings (e.g., **Education**, **Experience**, etc.).
- Bullets should be solid circles or solid squares.
- Bullets, dates, and hyphens should be consistent throughout the document.
- Resume should NOT exceed ONE page!

WHAT SHOULD YOUR RESUME INCLUDE?

Contact Information

Name, contact mailing address (choose either home or JMU depending on where you are at the time), phone number, email address, and, perhaps, LinkedIn profile link (*Note: Only list your LinkedIn if your account is professional, current/up to date, and says MORE about you than what is on your resume*)

Education

- University name and location (e.g., James Madison University, Harrisonburg, Virginia)
- Official name(s) of college degrees (e.g., Bachelor of Business Administration, Major: Finance)
- Expected date of graduation (e.g., Expected Graduation: May 2014)
- If you list your GPA, list it to two decimal points with no rounding and reflecting cumulative GPA as reported on your current academic transcript (e.g., Cumulative GPA: 3.12).
- If your major GPA is HIGHER than the cumulative GPA, the major GPA should also be included.
- Study abroad experiences (name of institution, dates, and concentration if applicable) (e.g., Study Abroad: University of Antwerp, Antwerp, Belgium, Fall Semester 2019)

Experience

- Work experience: include organization name, your position, location (city, state), and dates of involvement. List in reverse chronological order.
 - Include 3-4 bulleted, specific examples of accomplishments/responsibilities to emphasize transferrable skills and knowledge, as well as to describe key contributions
 - Bullet points must be CLEAR, CONCISE, and, if possible, QUANTIFIABLE!
 - Bullet points should start with action words wherever practical and, as noted below, put in the proper (past or present) tense.
(e.g., Served in a management role and oversaw a staff of ten part-time employees while completing all accounting and inventory tasks)



Extracurricular Activities OR Leadership and Activities OR Volunteer Activities OR Community Involvement

- The title of this section depends on each student's experience.
- Include the organization name, position(s) held, location, and dates of involvement.
 - Include bulleted, specific examples of key accomplishments and contributions.
 - Bullet points should start with action words wherever practical. (e.g., Led a team of eight volunteers to an impoverished region of Columbia for a two-month service tour)

Additional Sections

- **Skills:** This section includes languages, technical skills (list software(s)) and certifications).
- **Interests:** List 3-4 interests (e.g., Golf, guitar, car modifications, and powerlifting).
- **Awards/Honors:** Include official name of each honor or award, official name of organization/group and both the month and year received (Note: These items can be listed in their own section OR, if academic, as part of the **Education** section.).
- **Class Projects or Independent Studies:** Depending on the scope, class projects and independent studies could be included under the **Education** or **Experience** sections.

Punctuation/Spelling

- Use of punctuation must be consistent!
- No need for commas between a month and year or a state and zip code.
- All words used should be familiar to most people in the industry you are focusing on.
- Do not use acronyms that people might not know (e.g., use College of Business instead of CoB).
- Check spelling and grammar on your own rather than relying on the word processing program's spell/grammar checking tool!
- PROOFREAD!!!!!!

Grammar

- Action verbs are in the first person and in the appropriate tense (e.g., ongoing activities in the present tense but completed ones in the past tense).
- Proper nouns, including trademarks, are capitalized.
- Numbers between one and nine are spelled out; numerals are used for numbers 10 and greater, except when numbers are adjacent (e.g., twenty 10-year old students).

Should I include my coursework on my resume?

- **Do not** include courses obviously taken based on major or minor requirements.
- **OPTIONAL:** Include courses relevant to the position and that are not obviously based on major or minor requirements, such as a finance major who has taken some computer science courses as electives.

PROOFREAD your final resume! Remember that your resume is the foundational document for your internship and job search!

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College of Business