



DEVELOPING YOUR RESUME WORKSHEET

STEP 1: Download this WORD document and fill in all the blank lines below.

STEP 2: Save this document as ResumeWorksheet. This is your “working copy”.

STEP 3: Once the Resume Worksheet is complete, open a NEW WORD document and cut and paste your entire “Resume Worksheet” and save as YOURNAME_Resume_MonthYear.

STEP 4: Now it is time to format your resume! Delete ALL word prompts that are in italics throughout the document. (E.g. *Name, City, State, Cell Phone #, Job Title, Employer, etc.*) The italicized words are your guide to complete the resume worksheet, but should not be found on your final resume.

STEP 5: View a CoB resume example [here](#). (If you want to see additional CoB resume examples click [here](#))

STEP 6: Follow these general formatting tips:

- Font size for the resume should be between 10.5 pts and 12 pts. Use a clear and readable font (e.g. Times New Roman, Arial, Calibri, Helvetica, Georgia).
- The font for your name can be 4 to 6 pts larger than the rest of the text on the page.
- Headings should be bold and underlined (e.g., Education, Experience, etc.).
-You can either just underline the heading (E.g. Education, Experience, etc.) OR
-Use the border feature in WORD to create a bottom line that will go across the page like the sample resume.
- Make sure that spaces between categories/ items are consistent and that there is enough space, so your resume does not look overcrowded.
- Bullets should be solid circles or solid squares. Bullets/dates/hyphens should be consistent throughout the document.
- Resume should NOT exceed ONE page! Adjust margins on all sides to fit your text. Do not go smaller than .3 as a margin. (Note: Students who have extensive previous experience prior to college your resume could exceed one page.)

REQUIRED SECTIONS

CONTACT INFORMATION

This is the identifying information at the top of the resume. You can choose home or Harrisonburg, VA depending on where you are at the time. Only list your LinkedIn profile link if your account is up to date.

Name _____

City, State _____

Cell Phone # _____ • *JMU Email* _____ • *(optional) LinkedIn Profile Link*

(Formatting note: This section should be centered on the top of the page.)

EDUCATION

List all colleges and universities from which you have earned or will earn a degree. Do not include High School unless you are a freshman. When listing 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)

James Madison University, Harrisonburg, VA

Expected Graduation: month year

Bachelor of Business Administration: _____

Cumulative GPA: _____

(optional) Concentration or Minor: _____

(optional) Special Academic Information (e.g. Dean’s List, Study Abroad, Honors College, etc.): _____

(Formatting notes: All text should be left justified throughout the document. All dates on the resume should be right justified based on the last numeric digit, see [resume example](#))

EXPERIENCE

Work, internships and /or related experiences belong here. Jobs like babysitting, life guarding, landscaping all count! If you have not had a paying job, include volunteer experience in this section. You must have a minimum of 3 bullet points that include specific examples of accomplishments to emphasize transferrable skills.

Points must be **CLEAR, CONCISE, and QUANTIFIABLE!** Do not use first person tense (e.g. "I"). Make sure to start each bullet point with an action verb.

Click [here](#) for a list of action verbs!

Employer, City, State _____ **Dates of Employment: Month Year – Month Year** _____
Title: _____

- _____
- _____
- _____

(Formatting notes: You may italicize and bold your job title and employer to make it stand out. There should be no periods at the end of each bullet point. If you are currently still employed, the end date would be "Present".)

CAMPUS INVOLVEMENT *OR* LEADERSHIP AND ACTIVITIES (use one of these section titles **ONLY!**)

The title of this section depends on your unique experiences. Be sure to include all of your campus activities, both in the CoB and outside the CoB (e.g. academic major clubs, intramural sports, Greek life, volunteer work, etc.) Your bullet points can include your role in the organization and initiatives you are involved in with those organizations. If you have not gotten involved in any campus activities at JMU please list high school extracurriculars/volunteer work.

Points must be **CLEAR, CONCISE, and QUANTIFIABLE!** Do not use first person tense (e.g. "I"). Make sure to start each bullet point with an action verb.

Click [here](#) for a list of action verbs!

Organization, James Madison University, (City, State if it is not a JMU org) **Month Year - Month Year**

- _____
- _____

(Formatting notes: Your role could be: Member, President, VP, Secretary, etc). You may italicize and bold your role and student organization to make it stand out. There should be no periods at the end of each bullet point. If you are still active in an organization, the end date would be "Present".)

OPTIONAL SECTIONS

SKILLS AND CERTIFICATIONS

We encourage you to include this section if you have technical skills/certifications. The number of skills depends on your experience. As you move forward in your JMU education, this section should be added to your resume as organizations will expect you to possess some technical skills before you start your career.

We do not recommend you list soft skills (e.g.: strong communication skills, hard working, leadership, etc.). These are to be included in a cover letter only. It is okay to just list the skill, no bullet points necessary.

- ***Name of Skill (e.g. Proficient in Micosoft Excel):*** _____
- ***Name of Skill (e.g. Experienced in Python):*** _____
- ***Name of Skill (e.g. Fluent in Spanish):*** _____
- ***Name of Certification (e.g. 2016 Microsoft Excel Specialist Certified):*** _____

INTERESTS

This section is where you can list your interests. Three or four interests is acceptable.

(Formatting note: List your interests on one line with commas (e.g. Hiking, reading, scuba diving))