

Resume Formatting

Step 1: Header

- Make your name bold and slightly larger font than the rest of the resume. You want your name to stand out so any employer who reads it will remember you.
- Below your name, list your current mailing address, phone number, and the e-mail address you most frequently use. You may use your permanent mailing address if you wish.

Step 2: Education

- Always list your most recent education first. Include your university, your school (e.g. Georgetown College), major, minor, and graduation year.
- Include your GPA. You may also include your GPA for your major and minor if you wish, especially if they are higher than your overall GPA.

Step 3: Experience

You will find chronological and combination formats summarized below, as these are the most commonly used formats and preferred by most job applicants and employers. Remember that relevant experience can include jobs, internships, volunteer experiences and coursework.

The chronological resume format is most commonly used by college students. This format lists your experiences chronologically. Employers are familiar with the chronological format and often prefer it. This format is the best way to showcase your experiences while highlighting all of your assets. List experiences, starting with your most recent position.

1. On the first line write the name of the company, location and the dates you worked.
2. On the next line write the title of your position.
3. Include three or four sentences describing your position. Think about what you contributed in your job or organization and how your role was significant. The use of bullets makes the resume easy to read. Refer to our [list of action verbs](#) for help with selecting specific verbs.



Step 4: Activities

This is the place to list your extracurricular activities, such as sports, on-campus involvement, or volunteer experience. You may provide a brief description of accomplishments and responsibilities for each if you wish, particularly if your work is relevant to the job at hand.

Step 5: Skills

Important skills to include are:

- Languages. Be sure not to overstate (basic, intermediate, advanced or fluent)
- Technical skills. List specific and relevant software with which you are familiar (such as MS Word, Excel, PowerPoint, WordPerfect, Adobe Photoshop, or SPSS.)
- Social media skills, if applicable to the position (e.g., Facebook, Twitter, WordPress, Pinterest)
- Any specific training or certification programs you have completed that would be relevant