

# RESUME

## QUICK REFERENCE GUIDE

### FORMAT

- USE A CONSISTENT FORMAT THAT ORGANIZES MATERIAL AND LOOKS APPEALING TO THE EYE.
- ENSURE THAT LIKE THINGS ARE PLACED AND FORMATTED IN THE SAME WAY. EX. FONTS, SIZE, AND PLACEMENT.
- CREATE SECTIONS FOR EDUCATION, WORK EXPERIENCE, AND LEADERSHIP EXPERIENCE.
- ORDER EXPERIENCES BY TIME WITH THE NEWEST EXPERIENCE BEING LISTED FIRST.
- GENERALLY, AN ENTRY-LEVEL RESUME SHOULD BE KEPT TO ONE PAGE. BE CONCISE!

### CONTENT

- ADD 1-4 BULLET POINTS TO EACH WORK AND LEADERSHIP EXPERIENCE THAT SHOWS WHAT YOU DID IN THAT POSITION.
- FOCUS CONTENT ON SKILLS DEVELOPED AND RESULTS FROM PREVIOUS WORK AND LEADERSHIP EXPERIENCES.
- AS MUCH AS POSSIBLE, TAILOR THE CONTENT TO THE SKILLS DESIRED FOR THE POSITION YOU ARE APPLYING FOR.
- NO H.S. EDUCATION LISTED. HS EXPERIENCES SHOULD FALL OFF ONCE NEW EXPERIENCES ARE ADDED.
- USE A PROFESSIONAL EMAIL ADDRESS THAT YOU CHECK REGULARLY. DON'T USE A FUNNY OR STRANGE EMAIL.

### GRAMMAR

- PROOFREAD TO ENSURE THE RESUME IS FREE OF SPELLING AND GRAMMAR ERRORS. DON'T SIMPLY RELY ON SPELL CHECK!
- BEGIN ALL BULLET POINTS WITH A VERB THAT ELICITS THE IDEA OF ACTION OR SUCCESS IN ACQUIRING A SKILL.
- DO NOT USE PRONOUNS (EX. MY, SHE, THEY) AND TRY TO LIMIT THE USE OF THE WORD "THE."
- WHEN GIVING RESULTS, LIST DIGITS FOR NUMBERS RATHER THAN SPELLING THEM OUT.
- ENSURE ALL PAST EXPERIENCES ARE WRITTEN WITH THE VERBS IN PAST TENSE AND CURRENT EXPERIENCES IN PRESENT TENSE.

### PRESENTATION

- RESUME SHOULD NOT APPEAR CROWDED. IT SHOULD BE EASY TO READ QUICKLY AND TO SEE THE SKILLS THAT YOU BRING.
- SAVE THE RESUME WITH A SIMPLE FILE NAME THAT INCLUDES YOUR NAME. DON'T INCLUDE EXTRAS. EX. "JOHN SMITH - RESUME"
- IF REVIEWED, ENSURE THAT NO DIGITAL COMMENTS ARE REMAINING ON THE DOCUMENT AND ALL ARE DELETED.
- RESUME SHOULD BE SAVED IN A PDF FORMAT ONCE IT IS READY TO BE SENT TO EMPLOYERS. DON'T SEND A WORD FILE.
- IF PRINTED, TRY TO USE HIGHER QUALITY BUT PROFESSIONAL PAPER. IT WILL HELP YOUR RESUME STAND OUT.



# Wally Witt

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## EDUCATION

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### Wittenberg University

Bachelor of Arts, Marketing & Management

- Cumulative GPA 3.75
- Honors: Tau Pi Phi

**Springfield, OH**  
Graduation May 2016

## WORK EXPERIENCE

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### Wittenberg University Department of Business

#### *Business Fellow*

- Led recruiting initiative of potential Business and Accounting students, with target to increase incoming majors by 33%, from 60 to 90 students
- Managed interviews, department reviews, and social media presence

**Springfield, OH**  
August 2014 – Present

### Health, Physical Education, and Recreation Center, Wittenberg University

#### *Student Manager*

- Managed 80+ student employees; reviewed and assessed time cards
- Worked with Wittenberg Police to ensure facility's safety at opening and closing

**Springfield, OH**  
August 2013 – Present

### Honest Tea Company

#### *Summer Senior Marketing & Sales Intern*

- Increased sales by 10% in New York territory through execution of new marketing strategies
- Maintained and analyzed sales data for New York & New Jersey territories
- Made recommendations for growth based on analysis to management team
- Completed insurance certification requirements for field marketing events

**New York, NY**  
June 2014 – August 2014

## UNIVERSITY EXPERIENCE

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### The Torch - Wittenberg University Student Newspaper

#### *Editor in Chief*

- Led team to successfully deliver newspaper on time and on budget
- Organized all aspects of editing, including publicity, writing, artwork selection and production
- Managed organizational budget of \$115,000 per-year and continuously met advertising sales goals

**Springfield, OH**  
September 2014 – Present

### Global Social Venture Competition - Kansai Gaidai University

#### *Competitor*

- Presented and won at case competition between students from around the world
- Created sustainable business plan based on extensive research to help unemployed people find jobs and increase tourism in Nagoya, Japan

**Osaka, Japan**  
May 2014

### Men's Varsity Soccer - Wittenberg University

#### *Team Captain*

- Served as a liaison between the team and coaching staff
- Effectively managed communications between 24 team members and resolved intra-team conflicts as needed
- Displayed excellent time management skills - balanced a 40+ hour practice, training, competition, and travel schedule, in addition to academics

**Springfield, OH**  
May 2009 – August 2011

## ACHIEVEMENTS & SKILLS

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- Honors: Award & Prize
- Languages: Spanish (Fluent)
- Community Involvement: Habitat for Humanity, Springfield, Ohio, 2013-Present