

Resume 101

This sheet should teach you everything you need to know about making your first resume and updating it throughout your future.

All resumes should have...

- **Contact Information** - *Name, Email Address, Home Address, Phone Number*
- **Education** - *School, Location, Start and End Dates, GPA if comfortable*
 - Add any extra programs/awards ie. school concentration, honors, trade
- **Experience** - *Organization, Location, Position Worked, Start and End Dates, Tasks*
 - Add paid and unpaid experience
 - Add 3-5 bullet points describing each position
 - Start with **action words** and end with the **result**
 - What did you do? How did you do it? Why did you do it?
 - List should go from most recent to oldest experiences

Some resumes should have...

- **Extracurricular Activities** - sports, clubs, hobbies, interests
 - Add things that relate to the position you are applying for or show something valuable about your character/work ethic
 - Highlight any diverse interests related to the position
 - Add any roles held in the group
 - ie. crew leader, captain, president, member, volunteer, mentee
- **Academic Projects** - capstone projects, presentations, relevant classes
- **Skills** - languages, hard skills, soft skills
 - **Hard Skill** - job related and specific learned skills ie. weed whacking, mowing, harvesting
 - **Soft Skill** - transferable skills ie. leadership skills, customer service skills, teaching skills, verbal/written communication skills
- **Certifications/Awards** - *Name of Certification, Name of Certifying Agency, Date, Location*
 - Food Leader/Advocate Certificate!
 - **Other Examples** - ServSafe Certified, CPR and First Aid Certified
- **Publications**
 - News articles, videos, or stories featuring you or your work

Some tips...

- Think of what will be interesting and important for the reader. Who are they looking for?
- Add experiences that are related to the position or award you are applying for. Not every job must be listed.
- Don't include anything that may make you seem less qualified.
- Use consistent formatting throughout the document.
- Always send a cover letter or letter of interest with a resume

Scan to access the Uconn
Resume Resource that
guided me.

