



DALLAS BAPTIST UNIVERSITY

Student Résumé Development

Employers generally spend less than 30 seconds initially reviewing a résumé, so it is important to be clear and concise. This handout has been designed with the student in mind.

Basics - Technical

1. Paper: 8 ½ x 11 in. standard good quality paper only. No legal size paper, sheet covers, report folders, or anything "cute."
2. Page margins: ½ or ¾ inch on all sides.
3. Font: Choose something professional. No Jester, Scribble, or ♦)(■)♣(■)♣♦ (wingdings).
Use a simple font: Times New Roman, Arial, or Courier. For regular text, the font size should be 12 pt.
(Make name and headings larger - **16** or **18** perhaps.)
4. Headings: capitalized, bolded, underlined, enlarged, or differentiated from the normal text, but nothing distracting.
5. The optimal résumé is one page in length.
6. Text may be double spaced if necessary.

Basics – Content

1. Name, address, phone number, email
2. Education history
3. Work history
4. Awards, community service, foreign languages, professional organization memberships
5. Create visual appeal by using professional-looking bullets and accents.

What not to include:

1. Why you hated your last job or boss
2. Age, weight, gender, height, marital status
3. Photograph
4. Health status
5. References (Do not give out another person's personal information haphazardly. Wait for serious inquiries from potential employers.)

Résumé Outline

The functional résumé is best for students because experience is usually not related to the current job search. List skills and accomplishments before focusing on work history.

Name

Keep it simple, but make sure the name stands out! Use a larger font; center, or flush left is best. The name should be the largest item on the page.

Address

Under your name, flush or center, type your street address, city, state, zip code, phone number with area code, and a *professional* email address you check regularly. Never use a silly email address like *chipotleismylife@hotmail.com*.

Skills

List key skills related to the work desired. Add an example of how that skill has been utilized. Use bullets:

- ✓ Supervisory Skills (Pidgin Industries)
 - Scheduled 45 workers for overlapping shifts
 - Planned and executed breaks/lunches for maximum productivity
- ✓ Organizational Skills
 - Trained all new hires
 - Implemented departmental cross-training

Education

List your degree with your anticipated graduation date immediately following. High School information is optional. If your GPA is very high and you are an exemplary leader, include succinct details:

- List the School/College/University name (e.g. Dallas Baptist University)
- School's location (e.g. Dallas, TX)
- The degree and the date anticipated to receive it (e.g. Expected Degree: Bachelor of Arts, May 2020)
- Major (e.g. Major: English)
- Minor (e.g. Minor: Biblical Studies)
- GPA, if it is 3.5 or higher: major GPA first, then overall GPA (e.g. Major GPA: 3.5; Overall GPA: 3.3)
- List any academic honors received or positions held.

Other Information (also called Personal Information)

Briefly list any foreign languages you speak *fluently*, professional organization memberships, and community awards received.

A Final Suggestion:

You should ask someone who does not know you very well to read your finished résumé. Then time that person for twenty seconds and ask what he or she learned about you from the résumé. If the reader learned everything that you wanted him or her to know, then you have a successful résumé. If not, you may need to adjust the aesthetic appeal or condense some information.