

## Key Resume Tips and Guidelines for College Graduates

Before getting started on crafting the actual resume, take some time to think and plan – after all, this piece of paper is the first impression on your potential employer. Things to consider:

- Contemplate the language you want to use. Be professional and efficient while showcasing your personality.
- Compile a list of all your past and/or recent jobs, leadership roles, projects, etc.
- Remember to keep your resume to one page only. Also, be sure to choose a theme/design for your resume that is easy-to-follow, memorable and professional. The average recruiter spends six seconds to review a resume – make it count!
- Think like a hiring manager – what would they want to specifically know about you that qualifies you for the job you are applying for? What type of experience do you have that best represents your qualification for the job?
- Use action verbs and adjectives that exemplify responsibility, leadership and assertiveness.

Now it's time to write! Please refer to the attached sample resume to serve as a guide for the following:

- 1 Include **all of your personal contact information** including cell, e-mail and linkedin.com profile.
- 2 State a **clear career objective on what you want to do** either for the specific job you are applying for, or on the career direction you are looking to take. This lets the hiring manager know up front exactly what you are striving to achieve.
- 3 List information regarding your **college-level education**: where you graduated from, your degree, when you graduated (month and year), GPA, and any achievements/honors you received (dean's list, cum laude, etc.). The education section is typically listed at the bottom of a resume for seasoned professionals, but for recent college graduates it is recommended to list this information at the top.
- 4 A great way to reinforce your credibility with your newly earned degree is to **list the relevant courses you took in your major classes**.
- 5 In the professional experience section, list your experience in reverse chronological order. Under each position, list your employer and bullet points of the work you did for each job. **List roles and responsibilities under each job in order of importance and impact** (i.e. listing that you maintained a 100% client retention rate first instead of helping answer the phones). Again, try to **use as many action-oriented words as possible** to show your importance and successes the job. Some great examples of action words are "responsible for," "maintained," "in charge of," "pursued," and/or "successfully managed." Remember that this is not limited to working jobs. This is a great way to showcase your professional experience throughout schooling, with any groups you have been a part of, or with any community service projects.
- 6 The last part of your resume should refer to any professional references you have available. Some candidates openly list these references (usually three), or you can simply state that you have references available upon request. Whichever you do, **make sure these references are credible and willing to positively speak about your experiences**.

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## JANE SMITH

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### 2 OBJECTIVE

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To successfully obtain a role, add value and develop professionally with my degree

### 3 EDUCATION

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**University of Georgia**  
Bachelor in Communications  
Dean's List

**Athens, GA**  
Graduated May 2016  
3.5 GPA

### 4 COURSE WORK

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- Human Communication
- Public Speaking
- Corporate Communications
- Communication Research Methods
- Crisis Communication
- Visual Communication

### 5 PROFESSIONAL EXPERIENCE

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**Communications Intern**  
*ABC Company*

**Athens, GA**  
*May 2015 - Present*

- Assisted the marketing team in research of various timely and important projects and campaigns
- Responsible for successfully creating unique content for website articles, blog posts and social media
- Managed and organized the multi-media library for the company

**Receptionist**  
*XYZ Company*

**Athens, GA**  
*October 2012 – May 2015*

- Checking patients in and out in a timely and welcoming manner. Successfully made sure each patient received a positive experience
- Professionally answer phones to book appointments and assist with issues/questions
- Responsible for keeping the front area of the office clean and organized

**Volunteer**  
*ABC Nonprofit*

**Athens, GA**  
*May 2013 – August 2013*

- Attended events on behalf of the organization to raise awareness and inform the community on goals
- Help keep stock room organized and restock items as they were donated

### ADDITIONAL INFORMATION

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ABC Sorority member, avid kayaker and hiker, and animal-lover

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References Available Upon Request