

BUILDING A RESUME

RESUME FORMAT

Resumes should almost always be **one page** in length. Industry standards, however, differ. Research what employers in your industry prefer. Your resume should consist of a combination of:

- Contact Info
- Objective/Summary Statement (optional)
- Education
- Experience
- Leadership & Involvement
- Skills and Certifications

The layout and appearance of your resume is almost as important as the content itself. It should be clean, legible, and easy-to-read. With few exceptions, your picture should not be included and you will want to make sure any color or stylistic choices scan legibly.

EDUCATION

List your college/university, degree, major, minor, and GPA (if 3.3 or above). Be sure to list any relevant coursework, projects, study abroad experiences, or awards and recognitions. If you have multiple degrees, list in reverse chronological order.

EXPERIENCE

Highlight any professional experience and internships in reverse chronological order. Use action verbs and measurables to describe your responsibilities and actions. Be sure to focus on relevant experience for the particular job(s) to which you are applying.

LEADERSHIP & INVOLVEMENT

Any community service, organizational involvement and leadership roles you hold (or have held) should be included. Be sure to focus on roles and responsibilities that pertain to the job(s) to which you are applying.

SKILLS & CERTIFICATIONS

List any hard skills or professional certifications you possess. For example: MS Office Suite, Adobe Photoshop, Social Media Management, Public Speaking, Nursing Certifications, etc.

OBJECTIVE STATEMENT

Objective statements have become much less relevant and desired on resumes. Do not include one unless it is specifically requested.

RESUME SAMPLE

Leslie Student

lstudent@zagmail.gonzaga.edu
555-123-4567
linkedin.com/leslie-student

EDUCATION

Bachelor of Arts

May 2025

Gonzaga University | Spokane, WA

- Major: Sociology | Minor: Communication Studies
- GPA: 3.35 | Dean's List: Fall 2020 | President's List: Spring 2021
- Study Abroad | Gonzaga-in-Florence | Firenze, Italia | September - December 2019

EXPERIENCE

Support Specialist

September 2020-Present

Second Harvest Inland Northwest | Spokane, WA

- Organize and supervise volunteers during annual off-site food drives and food sort events to ensure efficient use of resources and effective execution of food drive objectives
- Manage donations by maintaining a cash donations database and sending thank you letters to donors to support activities that further the organization's mission of providing food for all
- Compile information for over 30 food pantries in Spokane County and develop food assistance resource guides for distribution to 58 clients to provide helpful information for community partners

Cashier's Assistant, College Student Retention Program

May 2019-August 2020

Costco Wholesale | Portland, OR

- Collaborate with team members to locate products using an inventory system and stock items for efficiency
- Problem-solve to meet member requests, and ensure the warehouse met safety and health standards

Office Assistant

September 2018-August 2019

Gonzaga University, Career & Professional Development | Spokane, WA

- Coordinate with a staff of 12 professionals to support department events and execute project-based tasks that benefit current students, parents, and alumni
- Scheduled appointments, answered phone calls, and respond to specific requests or redirected to specialists

LEADERSHIP

Professional Representative

September 2020-Present

Gonzaga University, Career & Professional Development | Spokane, WA

- Edit professional documents during one-on-one appointments to help peers reach their career goals
- Promote Career & Professional Development services and events through presentations and peer interaction to teach students about opportunities for engagement

One World Journal Assistant Editor

September 2019-May 2020

Gonzaga University Student Media | Spokane, WA

- Develop new initiatives to broaden the reach of the publication through analysis of current and potential distribution channels – ultimately increasing readership by 114% in one year
- Assist in the editing and creation of magazine layouts and content – compile content produced by a team of 10 writers

SERVICE EXPERIENCE

Volunteer Mentor

January 2018-May 2018

Gonzaga Athletes Mentoring for Excellence (GAME) | Spokane, WA

- Mentor 22 middle-school students with a team of 12 college mentors through weekly games and activities
- Foster meaningful relationships and introduce students to opportunities within higher education

TECHNICAL PROFICIENCIES

- Languages | English, Spanish, Arabic
- Software | Microsoft Word and Excel, Qualtrics
- Coding | HTML, Java, Python
- Platforms | Instagram, Facebook, LinkedIn, TikTok