

# RESUME BREAKDOWN

Begin by creating a master list of all positions and activities in which you have been involved. Next, review the list to identify those that relate most to the employer's needs – these are the positions on which you will focus. Choose appropriate categories based on what aspects of your background are most relevant to the position(s) you seek.

## CONTACT INFORMATION

Name, phone number, email address and URL for LinkedIn page or personal website/portfolio.

No personal information (gender, age, birth date, marital status, citizenship, social security number, address).

If you regularly use an English nickname, put it in parentheses between your first and last name. Example: Mei-Ling (Molly) Wang

## PROFILE STATEMENT

A profile statement is a short description of your qualifications that explain why you're a good fit for the role and can include your achievements, experience, education and skills.

## EDUCATION

Include institution(s) attended, degree(s) obtained or expected, major(s), graduation date, minors and concentrations.

Double majors receive only one degree.

Students with majors from two different schools receive two degrees.

Bachelor of Science is listed before Bachelor of Arts.

May include relevant courses, education abroad, honors or scholarships. Nicholls' official school name is Nicholls State University.

## AFFILIATIONS & ACTIVITIES:

Although it is technically optional, this section may be very important to you: Your activities can provide evidence that you have key skills that will benefit you on the job. Holding an office in a sorority, participating in student organizations, taking part in a theater production, playing on a sports team, and such all offer you the chance to show the employer you have sought-after skills—leadership, team work, communications, and more. Plus, many employers will look at this section to see if the candidate is well rounded.

## HONORS & AWARDS:

Include those that are relevant to the job, demonstrate achievement, or provide evident of your skills.

## YOUR FULL NAME

Cell Phone • E-Mail Address

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### PROFILE

- Highlight keywords and keyword phrases that best describe YOUR skills, qualifications and experience

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### EDUCATION

Nicholls State University Thibodaux, Louisiana  
**Bachelor of Science or Arts in What Major** **Month Year Began – Present/**

- Concentration in ...
- Minor in...
- Anticipated graduation: May 2021
- Cumulative GPA:

**Relevant Coursework:**

- List specific names of the courses (i.e., Professional Selling, not MKGT 320)
- Another course
- Another course

**Affiliations and Activities**

- Sorority/Fraternity (President, Secretary, Social Chairperson)
- Student Programming Association/Student Government Association
- University Advisory Committees
- University Athletic Teams

**Awards and Honors**

- Named to Colonels Scholars and Leaders
- Recipient of Named Scholarship
- Named to University President's List (Fall 2018, Spring 2019, Fall 2019) and Dean's List (Fall 2017, Spring 2018)

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### WORK EXPERIENCE

Nicholls State University – Specific Department Thibodaux, Louisiana  
**Student Employee** **Month Year began – Present**

- List AT LEAST three (3) job descriptions
- Use action verbs to describe what you do or did – not full sentences
- Do not use the words "I" or "My"

Another Job Thibodaux, Louisiana  
**Job Title** **Month Year began – Month Year ended**

- List AT LEAST three (3) job descriptions
- Use action verbs to describe what you do or did – not full sentences
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Another Job Thibodaux, Louisiana  
**Job Title** **Month Year began – Month Year ended**

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### VOLUNTEER EXPERIENCE

List Volunteer and Community Service that you have been involved in.

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### REFERENCES

Available upon request

# RESUME BREAKDOWN CONT.

## EXPERIENCE

Group experiences in sections based on themes, keeping in mind the needs of the position/employer.

Category headings may change based on personal experience: e.g. relevant experience, supporting experience, research, leadership, etc.

List in reverse chronological order within each category (most recent first based on end date).

For each experience, include position title, organization name, city and state, dates of activity and description. Use the job posting to help you decide what experiences to include on your resume.

## DESCRIBING YOUR EXPERIENCE

Bullet points are **action statements** that showcase what you contributed in previous roles, so that the employer can see the skills you bring to them.

### Strong Bullet Points:

- Start with an action verb that illustrates a transferable skill
- Share specific information about what you did, how you did it, and why you did it.
- Avoid repetitive language.
- Quantify when possible to demonstrate impact.
- Include relevant tools or equipment (i.e., Excel, Adobe Photoshop, etc.)

## YOUR FULL NAME

Cell Phone • E-Mail Address

### PROFILE

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## VOLUNTEER EXPERIENCE

This is an optional section to list volunteer and community service projects that you have been involved in. Other optional resume sections include:

- Languages
- Certificates
- Additional Trainings
- Additional Activities
- Software/Computer Skills
- Interests

## REFERENCES

Do NOT list your references on your resume

Create a separate Reference document and send it only when the hiring manager asks for it.

You can include the traditional "References Available upon Request" but it is not necessary.