

# Resumé

## 5-Minute Review

### 1 Formatting and Readability

- Ensure all spacing is correct and leverage white space. Use only text as opposed to symbols or text boxes
- Education: Loyola University Chicago, Quinlan School of Business, Bachelor of Business Administration: Major, Expected Graduation, include if GPA is 3.5 and above

### 2 Profile Statements

- Consider it the summary or thesis of the resume
- Share your strengths, skills, industry experience and/or preferred working environments
- Usually utilize third person writing
- This is the best place to feature soft skills

### 3 High Impact Points

- Basic format: verb + task/responsibility = impact, quantify or qualify the outcome when possible. Avoid passive verbs
  - Example: "Executed quality customer service for over 200 patrons daily, resulting in increased customer satisfaction reviews."

### 4 Sections

- Always include your name, contact information, education, experience, and a skills section. (Experience section/s can be listed as Professional, Relevant, Projects, etc.)
- It is encouraged to include other sections such as Leadership or Community Engagement, Honors and Awards and Profile Statements. You may consider a Relevant Coursework section if you do not yet have work experience

### 5 Customization

- Create one resume which reflects all your experience and then customize it each time you apply to a new role
- Be sure to match key competencies, qualifications, skills or company values listed in the job description to which you are applying

## Pro Tips

Best fonts:  
Georgia,  
Garamond, Ariel,  
Helvetica, Calibri

Your physical  
address is no  
longer needed,  
city and state is  
sufficient.

One page is  
considered  
appropriate for  
1-10 years of  
experience.

Send as a PDF  
unless requested  
in another format,  
titled "Your Name  
- Resume"

Avoid using first  
person pronouns