

Use your legal name on your resume and keep it consistent with the rest of your brand. If you have a different preferred name—or nickname—talk to a career counselor.

Use a professional email address, either your @syr.edu or one that uses your name.

Include your LinkedIn URL to make it easier for employers to locate you.

Have many skills? Divide them into categories. List them based on your proficiency and comfort level.

Be specific with your section headings. Use them to highlight related experience.

Your name should be the largest item on your resume—you want it to stand out.

Be sure to have an appropriate voicemail set up.

Include:

- University name
- Individual college or school's proper name
- City, State
- Type of Degree
- Major
- Graduation Date
- Minor
- Select courses (if relevant)
- G.P.A. (if over 3.0)

For position descriptions, you'll need:

- Organization
- Your Title (be as descriptive as possible. For example,

Harper Cameron
117 Comstock Avenue, Syracuse, NY 13210
(315) 123-4567 hbcameron@syr.edu
linkedin.com/in/hcameron

EDUCATION
Syracuse University, College of Arts and Sciences, Syracuse, NY
Bachelor of Arts, Anthropology, Expected May 2020
• GPA: 3.2
• Work up to 10 hours a week

Cleveland Central High, Cleveland, OH
High School Diploma, 2016

LEADERSHIP EXPERIENCE
Residence Hall Council (RHC), Syracuse University, Syracuse, NY
Flint Hall Floor Representative, September 2016-May 2017
• Voiced the interests and concerns of floor mates at Flint Hall and Universitywide Residence Hall Council meetings
• Collaborated on educational and community-building activities with other RHC members
• Organized two Flint Hall Movie and Popcorn Nights

Student Government, Cleveland Central School, Woodsville, OH
Secretary, September 2016-May 2017
• Maintained accurate written-records of the proceedings and made them available online to all members, non-members, and teachers
• Oversaw club and committee correspondence, including the agenda for meetings and reminders of meetings and events

VOLUNTEER EXPERIENCE
Cleveland Museum of Natural History, Cleveland, OH
Interaction Volunteer, Summers 2014, 2015, 2016, 2017
• Interacted with museum visitors to explain scientific principles demonstrated in exhibits
• Enriched the museum experience for visitors by answering questions, offering directions, and providing other general information
• Assisted in presenting tours, science demonstrations, and hands-on activities

discuss with your supervisor adjusting “Intern” to “Marketing Intern”).

- Geographic Location (City, State or City, Country)
- Dates (month, year or semester, year).

Start your descriptions with verbs.

ADDITIONAL EXPERIENCE

E.S. Bird Library, Syracuse University, Syracuse, NY
Library Assistant, September 2016-Present

- Answer student, staff, and faculty questions in person and via phone
- Check out, check in, and restock books throughout shift

Applebee’s Neighborhood Grill, Cleveland, OH
Waitstaff, June 2014-August 2016

- Served approximately 40 patrons per dinner shift with courtesy and a smile
- Demonstrated ability to interact with customers from diverse cultures and backgrounds

INVOLVEMENT

Syracuse University Student Association, January 2017-Present
Claws and Paws Veterinary Hospital, July 2014-August 2016
Cleveland Central High Glee Club, January 2013-June 2016

AWARDS AND HONORS

Harold T. Smith Anthropology Scholarship, 2016

Emphasize different types of information in your ‘header’ with bolding or italics.

Quantify impact when possible.

In general, use 11- or 12-point font in your document. An easy-to-read font is also recommended, such as Calibri or Times New Roman.

Your positions should be in reverse chronological order within sections (start with the most recent position first).

No periods at the end of your descriptions.

- Separate your sections with bold or capitalized headings that stand out.
- Keep your tenses consistent.
- Make use of white space. Keep margins balanced and no less than 0.5”, don’t overcrowd the page. Margins can be adjusted under “Page Layout” if using Microsoft Word. You want your resume to be easy for the recruiter to read.