
Resume Guide

Ohio Christian University Career Services

Dean and Diana Hickman Student Center - 2nd floor | careerservices@ohiochristian.edu

FORMATTING

- + Font Styles: Helvetica, Garamond, Calibri, Arial, Georgia, and Times New Roman
- + Font Size: 11pt – 12pt
- + Section Header Sizes: 11pt – 14pt
- + Full Name Header Size: 11pt – 24pt
- + Spacing: Single-spacing
- + Margins: .75” to 1”
- + Use “Right tab stops” in your top ruler to right-align locations and dates.
- + Keep the same font style and size for each portion throughout the resume.
- + Do not use templates, rather use a blank Word document.
- + Resumes should *rarely* be more than one page (i.e. after you have been working for several years and have had multiple work experiences). So, keep it to one page using only the most recent and relevant experiences.

HEADER SECTION

- + Full name can be up to twice the overall font size of the resume.
- + The rest of the header will match the overall font size of the resume.
- + Use a professional email address that includes your name. Your school email address will work, but know if it will be deactivated when you graduate and how employers will contact you then.

Full Name (middle name optional)
Physical Address, Phone Number, Email Address

EDUCATION SECTION

- + Use reverse chronological order (with the most recent degree first).
- + Include your minor as a bullet point, if you have one.
- + Include your GPA if it is a 3.00 or higher.

School	City, State
Full Degree Title	<i>(Expected) Graduation Date</i>
• Minor	
• GPA: 3.00	

WORK EXPERIENCE SECTION

- + Use reverse chronological order (with the most recent experience first).
- + You can include any paid or non-paid (i.e. internships and volunteer) experiences.
- + Use at least three bullet points to describe what you did in that position.
- + Start with a strong action verb and incorporate keywords (or specific words used in the job description).
- + Current experiences are written with present tense verbs while past experiences are written in past tense.
- + Never use “I”, “me”, or “my”.
- + Make sure your bullet points all end with a period (or not). Be consistent.
- + Try not to let your bullet points flow over onto the next line. If it must, make it the last bullet point on the list.
- + You can include high school experiences until your junior year of college.

Organization

City, State

Position Title

First Month Year – Final Month Year (or Present)

- Strong action verb & task description
- Strong action verb & task description
- Strong action verb & task description

ACTIVITIES & AWARDS SECTION

- + Use reverse chronological order (with the most recent activity/award first).
- + If your work experience section is full of paid work, you can include your volunteer work here.
- + You can include high school activities and awards until your junior year of college.

Organization, Activity, Position

First Month Year – Final Month Year (or Present)

Award

Month Year

LAST STEPS

- + If submitting your resume in the mail or bringing copies to an interview, print it on resume paper.
- + Look back over formatting, spelling, and grammar. Check for consistency.
- + Always save your resume in .pdf form before you submit it.
- + Ensure that your resume, cover letter, and references documents all have the same header, font style, and font size.

STRONG ACTION VERBS

TO IMPROVE

- + Clarified
- + Converted
- + Customized
- + Influenced
- + Integrated
- + Modified
- + Overhauled
- + Redesigned
- + Refined
- + Refocused
- + Remodeled
- + Reorganized
- + Replaced
- + Restructured
- + Revamped
- + Simplified
- + Standardized
- + Streamlined
- + Strengthened
- + Updated
- + Upgraded
- + Transformed

TO ACHIEVE

- + Attained
- + Completed
- + Demonstrated
- + Earned
- + Exceeded
- + Reached
- + Succeeded
- + Surpassed
- + Targeted

TO MANAGE

- + Advised
- + Advocated
- + Consulted
- + Cultivated
- + Directed
- + Educated
- + Enabled
- + Facilitated
- + Fostered
- + Guided
- + Inspired
- + Mentored
- + Motivated
- + Recruited
- + Regulated
- + Resolved
- + Shaped
- + Supervised
- + Taught
- + Trained
- + Unified

TO REGULATE

- + Authorized
- + Delegated
- + Dispatched
- + Enforced
- + Ensured
- + Inspected
- + Itemized
- + Monitored
- + Screened
- + Verified

TO RESEARCH

- + Analyzed
- + Assessed
- + Audited
- + Calculated
- + Evaluated
- + Examined
- + Explored
- + Identified
- + Interpreted
- + Investigated
- + Mapped
- + Measured
- + Qualified
- + Quantified
- + Surveyed
- + Tested
- + Tracked

TO LEAD A PROJECT

- + Controlled
- + Coordinated
- + Executed
- + Forged
- + Headed
- + Operated
- + Orchestrated
- + Organized
- + Oversaw
- + Partnered
- + Planned
- + Produced
- + Programmed

TO EXPRESS

- + Campaigned
- + Composed
- + Conveyed
- + Corresponded
- + Counseled
- + Critiqued
- + Defined
- + Documented
- + Edited
- + Illustrated
- + Persuaded
- + Promoted
- + Reviewed

TO CREATE A PROJECT

- + Administered
- + Created
- + Designed
- + Developed
- + Devised
- + Founded
- + Engineered
- + Established
- + Formalized
- + Formulated
- + Generated
- + Implemented
- + Incorporated
- + Initiated
- + Instituted
- + Introduced
- + Launched

TO INCREASE EFFICIENCY

- + Accelerated
- + Achieved
- + Acquired
- + Addressed
- + Advanced
- + Amplified
- + Acquired
- + Boosted
- + Capitalized
- + Conserved
- + Consolidated
- + Decreased
- + Deducted
- + Delivered
- + Diagnosed
- + Enhanced
- + Expanded
- + Expedited
- + Furthered
- + Gained
- + Improved
- + Lessened
- + Lifted
- + Maximized
- + Navigated
- + Negotiated
- + Publicized
- + Reconciled
- + Reduced
- + Secured
- + Stimulated
- + Sustained
- + Yielded

Crystal Clear

1476 Lancaster Pike, Circleville, OH, 43113
(877) 762-8669 | cclear@ohiochristian.edu

EDUCATION

Ohio Christian University

Bachelor of Arts in Psychology

- Minor: Music Performance
- GPA: 3.68

Circleville, OH

Expected May 2019

EXPERIENCE

Ohio Christian University

Resident Assistant

- Counsel students on academic and social issues.
- Organize study breaks and residence hall events.
- Collaborate with Campus Security and other departments to ensure a safe environment.

Circleville, OH

August 2016 – Present

Pickaway County Public Library

English Tutor

- Prepare weekly lesson plans to help high school students prepare for testing.
- Teach essential aspects of writing a paper, such as developing a thesis.
- Succeeded in helping 90% of the students to achieve their goals for Spring 2017.

Circleville, OH

September 2015 – Present

Tiki Swimming

Lifeguard Supervisor & Swim Instructor

- Taught swim lessons to children ages three to eight.
- Co-instructed aqua aerobics class for senior citizens.
- Supervised a staff of twenty lifeguards and attendants.

Lancaster, OH

May 2017 – August 2017

ACTIVITIES & AWARDS

OCU Student Government Association (SGA), member

Sigma Beta Delta, member

Faith and Liberty Award, recipient

September 2017 – Present

February 2017 – Present

April 2016

CRYSTAL CLEAR

1476 Lancaster Pike, Circleville, OH, 43113, (877) 762-8669, cclear@ohiochristian.edu

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