

Building Your Professional Identity: Crafting an Effective Resume

Step 1. Choose an appropriate resume template or design your own, ensuring that it is visually appealing and easy to read. Take advantage of templates on Canva, Microsoft Word, or Google Docs.

Both of these templates are acceptable with changes



Not all of the elements on the templated resumes are needed

Remove:

- Pictures
- Graphs
- Unneeded Bars/Charts
- References
- Categories that don't apply



Step 2. Fill in the components of the resume, including:

- Contact Information
 - Phone Number
 - Email
 - City, ST
 - LinkedIn (Optional)
- Objective or Summary Statement
- Education
- Work Experience (if applicable)
- Skills
- Extracurricular Activities
- Volunteer Work

Tip: If you don't have work experience, use volunteer work and extracurricular activities as professional experience detailing job duties.

Use online resources to help with job duties.

- Job posts
- Company websites
- onetonline.org

Step 3. Compare your resume to the job you're interested in and proofread.

- Does your resume have keywords from the job post?
- Is your previous experience relatable to what the company is looking for?
- Are there spelling or grammatical errors?

Step 4. Get feedback

- Connect with recruiters and human resource professionals in person or on LinkedIn and ask for feedback.
- Utilize job centers and community resources.