

Quick Guide to Writing your Resume

CEHS Career Services

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FORMATTING AND APPEARANCE

Margins: 0.6” to 1” consistent on all four sides

Font Type: Times New Roman, Cambria, Garamond, Georgia, or other “serif” fonts

Font Size: *Name:* bolded and slightly larger (up to size 16 font); *Body & Headings:* 11 to 12 point font (avoid Italics)

Length: 1 page for most undergraduate students, 2 pages depending on experience

Reverse Chronological Order: List your most recent experience first under Education and Experiences headings

COMMON CATEGORIES

IDENTIFICATION

- Name, Address, Phone Number, Email, LinkedIn URL

OBJECTIVE *Optional*

- Adds focus to your resume to a specific job or career field
- Name job title, skills used, setting or combination of these three

EDUCATION

Include institutions you have received a degree from

- List Majors and Minors
- Type of Degree (Bachelor of Art or Science), Month and Year of Graduation or Expected Graduation
- GPA: list if 3.0 or above, Dean’s List (if applicable)

RELATED EXPERIENCE

Include jobs, internships, volunteer and field experiences *relevant* to your field of interest

- **Exercise Science and Physical Education:** include experiences such as, athletic training, coaching, health/fitness centers, clinical experiences
- **Family Science and Human Development:** include experiences such as, assisted living communities, hospitals, nursing homes, senior citizen centers, community recreation programs; *School Settings* also include experiences you have with children such as camp counselor, childcare provider, day care and nursery
- **Nutrition and Food Studies:** include experiences such as community/healthcare clinic, hospital, restaurants and catering, food research/science, food corporations/organizations, agricultural work, and lab work
- **Public Health:** include experiences such as health system clinics, care facilities, nonprofit organizations, advocacy work, and health departments

WORK EXPERIENCE or OTHER EXPERIENCE

Include part-time or full-time jobs

- Incorporate specific accomplishments and skills *transferable* to your field of interest such as communication, time management, problem solving, administrative, etc.

SKILLS

This section can include technical/tangible skills that set you apart from other candidates

- **Computer and/or Social Media skills:** Microsoft or Mac OS software, Facebook, Twitter, LinkedIn
- **Language skills:** specify the language and whether or not you can speak, read and/or write it
- **Certifications:** CPR, AED, First Aid, ServSafe, etc., (*all certifications listed should be current*)

OPTIONAL HEADINGS

- **Volunteer:** campus clubs, walkathons, fundraisers, organized food or clothing drive, etc.
- **Professional Organizations:** include organizations you belong to
- **Activities:** campus clubs, community or campus sports and/or coaching
- **Honors and Awards:** academic, community or athletic awards or honors
- **Leadership:** leadership role in a club or organization; sports team captain or coach

IDENTIFICATION SAMPLES

Linda Flynn

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EDUCATION SAMPLES

Montclair State University, Montclair, NJ

Major: Nutrition and Food Science concentration Dietetics

Bachelor of Science expected May 2020

- GPA: 3.8, Dean's List

Montclair State University, Montclair, NJ

BS Nutrition and Food Science concentration Dietetics, expected May 2020, GPA 3.8, Dean's List

Sussex County Community College, Newton, NJ

AS Biology, May 2018, GPA 3.0

RELATED COURSEWORK SAMPLES

Exercise Science/Physical Education/Athletic Training

Physiology of Exercise – Examined the impact of exercise on the human body through a daily exercise regimen geared towards a college athlete.

Family Science and Human Development

Working with Diverse Families and Children – Researched the importance of cultural community centers and the impact it has on families in urban areas.

Nutrition and Food Studies

Nutrition Education Techniques – Created a workshop for a local elementary school that promoted healthy and fun eating habits.

Public Health

Health Policy and Administration – Engaged in the overall ideas and lessons taught that examined health policy and administration within the United States.

WORK EXPERIENCE SAMPLES

Organization, City, State

Your Job Title

Month Year – Month Year

- Bullet 1
- Bullet 2

Volunteer, **Organization**, City, State

Month Year – Month Year

- Bullet 1
- Bullet 2

ACTION WORDS

You Led a Project:	You Changed or Improved Something:	You Managed a Team:	You Supported Customers:	You Researched:	You Achieved Something:	You Wrote or Communicated:
Chaired	Customized	Directed	Advised	Analyzed	Attained	Authored
Coordinated	Modified	Facilitated	Advocated	Assessed	Completed	Composed
Operated	Refined	Guided	Coached	Calculated	Exceeded	Counseled
Organized	Restructured	Mentored	Educated	Discovered	Reached	Documented
Planned	Simplified	Supervised	Fielded	Evaluated	Succeeded	Promoted
Produced	Strengthened	Taught	Informed	Measured	Surpassed	Publicized

*Action words should be the first word in every bullet point. Make sure that the action word is in the correct past/present tense in accordance to your time at the position.