



Program Application - Résumé

A résumé highlights your relevant skills, qualifications, experience, accomplishments, and knowledge. The goal of your résumé along with your personal statement and short answers is to show the application committee who you are as a person. Tailor your résumé so your most relevant information is emphasized. Your résumé should complement your application materials. After reading your documents, the application committee should be able to ascertain what skills and experiences you can bring to School of Education programs.

Formatting Your Résumé

- Make sure your résumé is readable, consistent, and highlights important information. Your job titles and bullet points should be aligned to the left side of the page and dates should be aligned on the right side.
- Use bolding, italicizing, and underlining to highlight important information. Be careful of overusing these techniques and/or using them inconsistently on your résumé.
- The font you choose should be the same throughout your résumé and easy to read. Times New Roman, Arial, Garamond, Cambria, Georgia, Tahoma and Calibri are all standard choices.
- For the main text, the font size should be between 10-12. You want your headings and your name to stand out, so you can increase the font size for those.
- Standard margins for résumé are one inch, but you can decrease the margins slightly and equally as a way to increase word space.
- One page is standard for résumés. However, is fine to go on a second page. It is better to have two full pages of information that are well formatted than one page with tiny font and narrow margins.
- Be consistent in your punctuation use and make sure your résumé is free of spelling errors.
- Within each section, experiences should be listed from most recent to oldest.

Suggested Résumé Sections

Heading

- Name
- Address
- Professional email
- Telephone number
- LinkedIn/professional website/online portfolio (if applicable)

Education

- Should be the first section after your heading
- Include: name of institution, city, state, degree earned and major, graduation month and year
- Can include study abroad experiences, GPA, honors

Relevant Experience Sections

- For each experience, list the position title, name of the organization, dates that you were employed/involved, and location (city, state)
- Include detailed and descriptive bullet points about your experiences

- Group similar experiences under targeted section headings such as: Education Relevant Experience, Leadership Experience, Community Involvement, Health and Fitness Experience, etc.
- It is okay to blend paid and unpaid experiences within sections
- For teacher education programs, emphasize direct education experience like tutoring or volunteering in schools. Nannying experience may be listed, but more weight should be given to your direct education experiences.

Honors/Awards

- List honors, awards, and scholarships and the date you received them

Skills

- List tangible skills such as software programs or language fluency since transferable skills can be discussed within bullet points

Bullet Points

The most critical component of a résumé is your experience descriptions. Create statements that describe your accomplishments and skills in a concise, yet specific way.

- Each bullet statement needs to begin with a strong action verb and should answer the questions: What did you do? How/why did you do it? What was the outcome?
- When appropriate, quantify. For example, “Raised over \$2000 for a foodbank that serves disadvantaged families” or “Trained and supervised 5 new tutors on effective tutoring strategies”

Bullet Point Examples	
Before	After
<ul style="list-style-type: none"> • Responsible for campers 	<ul style="list-style-type: none"> • Coordinated activities and fieldtrips for 30 children ages 6 – 12 to improve camp morale
<ul style="list-style-type: none"> • Operated cash register 	<ul style="list-style-type: none"> • Provided prompt and friendly service to patrons averaging \$1000 in daily sales
<ul style="list-style-type: none"> • Taught dance class 	<ul style="list-style-type: none"> • Taught creative movement to 4-6 year olds with an emphasis on developing fine motor skills

Things To Avoid On Your Résumé

- Personal pronouns (I, me, my).
- Height, weight, age, date/place of birth, marital status, sex, race, photos/ graphics, or social security number (unless expected for jobs outside the US – check standards by country to be sure).
- Abbreviations and jargon – If in doubt, spell it out! Never assume the recipient will know what it means.
- References or “References available upon request” since those should be listed within the application.
- Interests and hobbies (unless directly relevant to the position or shown through organizational involvement).
- High school information-involvement from the end of your high school years is okay to list if relevant, but the application committee primarily wants to read about your college experience.

Resources

Find more information including résumé guidelines, a list of action verbs, and sample résumés on our website: <http://careercenter.education.wisc.edu/students-alumni/prepare-connect/personal-marketing-tools/resume/>

Still have questions about writing and developing your résumé? Schedule an appointment with a Career Consultant by filling out the form at bitly.com/CCAppt or calling 608.262.1755.