

BASIC RESUME GUIDELINES

You are unique and your resume should represent you and highlight your strengths! It must be easily read, well organized and absolutely free of errors. You must decide on the font, one or more pages and the contents. Don't include marital status, health, birth date, height/weight, religion, picture or any other information that could be used in a discriminatory way. **BE Aware that future employers may check out your Facebook.**

IDENTIFICATION: List your Name, mailing address (college & permanent), phone number (home & cell), and e-mail. You must be easily reachable or you may be dropped from a job pool.

CAREER/JOB OBJECTIVE (Optional): If included, should be somewhat general allowing for some variability in the job search. Avoid eliminating yourself from a position based on this first statement.

CERTIFICATION/LICENSES: List the licenses and/or certification that make you eligible for this position: American College of Sports Medicine, Teaching and/or Coaching, Athletic Training, etc.

EDUCATION: College - name, location, degree received, year of expected graduation, academic major and minor (if applicable). You may choose to include schools attended with no degree with inclusive dates attended. List your GPA if above 3.0 - GPA in major, upper division GPA, or overall only if this is an obvious highlight for you!

EXPERIENCE: List your Role/Title, company/school name and location, brief description with action words, and inclusive dates. All should reinforce your experiences specifically related to the job you are seeking. For teaching, be sure to include work with children, youth and experiences with diverse populations.

SPECIAL SKILLS: Highlight special skills including computer, bilingual, additional endorsements (Adapted Physical Education), certificates or licenses, etc. Be sure everything links to the position you are seeking.

ACTIVITIES/HONORS/AWARDS/SCHOLARSHIPS (Optional): Include College level only. Don't include High School unless exceptional.

INTERESTS: More than just hobbies, list active involvement in areas related to your career to show diversity and variety in your personal and professional lifestyle.

REFERENCES: With permission from any reference, create a listing of specific individuals on a separate sheet of paper (with your contact information on the top). Include their name, title, company/school, mailing address, and work phone.

"Resume Rules"

- Two pages are okay if you fill them both up - no big blank spaces and no "front and back". Do not staple a two page resume.
- Use bullet format rather than extended narrative. THINK - QUICK READ!
- Header on first and second page should be slightly different while still including contact information. Make sure the second page includes a page number.
- Make the font big enough to read - Times 12 is perfect.
- Be sure your NAME stands out and your contact information is easy to find.
- Place information in order from most current to least current.
- What before when: your ROLE (leader, student teacher, chair, volunteer) is the most important information for each entry - list this first; Dates are the least important - put them last on each entry.
- References should be listed on a separate page so they can be specific for the position. Make sure you have permission from each reference to list them. Use the same heading on this page as you do on your resume.
- Include your certifications on the first page: Teaching Level & Content, Coaching, ACSM, NSCA, AFAA, Athletic Training, etc.
- List additional endorsements such as Adapted Physical Education after your primary certification.
- Memberships and professional involvement are both important and valued.
- Experiences on your resume should match the position you are interested in obtaining.
- Use "fancy" paper - a bit heavier than regular print paper. Color should be muted not bright.