

RESUME COMPONENTS

IDENTIFYING INFORMATION

This section should include:

- Your full name
- The address(es) where you can be most easily reached
- Your phone number(s) where you can be most easily reached
- Your email

EDUCATION

This section should include:	For Example:
<ul style="list-style-type: none">• The name of you major and any minors	Bachelor of Science in Biology Minor in Creative Writing
<ul style="list-style-type: none">• The name of the institution where you are studying	West Liberty University
<ul style="list-style-type: none">• The location of the institution	West Liberty, West Virginia
<ul style="list-style-type: none">• Your date of graduation You can list this date as anticipated.	Anticipated May 2020
<ul style="list-style-type: none">• Your GPA Including your GPA on your resume is optional. If you are not happy with your GPA, you might also consider listing your GPA in your major or your GPA over the past two years. Be sure to clearly label how you have calculated your GPA.	GPA: 3.8 GPA in Major: 3.5 GPA from Fall 2016-Spring 2018: 3.5

EMPLOYMENT

This section should include:	For Example:
<ul style="list-style-type: none">• The title of the position	User Experience Intern
<ul style="list-style-type: none">• The name of your employer	Hillcrest Laboratories, Inc.

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<ul style="list-style-type: none">• The location of the employer	Pittsburgh, PA
<ul style="list-style-type: none">• The span of time during which you worked for the employer	May 2007-August 2007
<ul style="list-style-type: none">• One-two lines descriptions of your tasks and responsibilities Make sure these descriptions are formatted as bullet points that begin with strong action verbs.	<ul style="list-style-type: none">• Designed and documented over 30 screens and wrote specifications for their integration and use.• Lead several Think Aloud user studies to validate designs

ADDITIONAL INFORMATION

The following sections are not required on a resume. However, they might be worth including if they help you to stand out from other candidates or if they align well with the description of the job to which you are applying.

- Relevant coursework
- Awards and honors
- Leadership experience
- Languages spoken
- Extracurricular activities
- Volunteer experience

For example, if the job advertisement specifically asks for multilingual applicants and you speak English, Spanish, and French, you should consider including a “Languages Spoken” section on your resume. Even if the advertisement does not specify this information, you might still consider including this section because many employers are likely to value multilingualism, and the ability to speak three languages will help you to stand out from other candidates.

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Name:

Address:

Phone Number:

Email:

EDUCATION

Major and Minor(s):

West Liberty University

West Liberty, WV

GPA:

EMPLOYMENT

Title of the position:

Name of employer:

Location of employer:

Time Span:

Description of tasks and abilities:

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-

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Name of employer:

Location of employer:

Time Span:

Description of tasks and abilities:

-
-
-

*Use this template as a starting point for your resume. Once you have filled out the above sections, remove the **red text**. You should then format your resume to increase readability and visual appeal. You should also add additional information (see page 1) to highlight your unique abilities and qualifications.

PRINCIPLES OF VISUAL DESIGN

Proximity: Group related items together.

Alignment: Every item should have a visual connection with something else on the page. Use “lines of alignment” to filter information and increase readability.

Repetition: Repeat some aspect of the design throughout the entire piece.

Contrast: If two items are not exactly the same, then make them look different.