CRAFTING A KELLEY UNDERGRAD RESUME

IUPUI
KELLEY
SCHOOL OF BUSINESS

GENERAL FORMAT

- The margins of your page should be either 1" or .5"
- Your resume should be likely be 1 page in length
- Be consistent with all content styles
  - Section titles should be in a slightly larger font and bolded for clarity
  - Position titles and companies/organizations should be in a consistent style (bold, italicized, or underlined)
  - Dates should all be aligned to the right side of the page and each section should be in reverse-chronological order (begin with the most recent).

CONTACT INFO

- Your name and contact information should be at the top of the page. Do NOT place in the "header" since automated systems do not read headers. Your name should be the largest font on the resume.

EDUCATION

- Indiana University, Kelley School of Business, Indianapolis, IN

  Bachelor of Science in Business (Your Degree)

  Major(s) and any Minors

  GPA (list only if it is above a 2.5)

- I-Core or relevant Academic Projects: If you have completed I-Core or an Academic Project relevant to the position you are applying for, you can briefly describe your project here.

WORK EXPERIENCE

- Include any full-time or part-time work, internships, or self-employment
- Include Company Name, Location, Title of Position and Dates Worked
- Use bullet points under each experience to show key responsibilities and significant accomplishments. Employers are unlikely to read paragraphs and summaries.

IF APPLICABLE

- **Campus Involvement:** List involvement with organizations on campus. Highlight any positions you've held or projects/events that you've worked on.

- **Skills:** Should only include technical skills like fluency in a 2nd language, certifications, or technical training for software/equipment relevant to your field. Does NOT include general statements like "hardworking", "leadership" or "customer service".

OTHER NOTES

- Only include an "objective" line if it provides new, specific information for the reader.

Do not include...

  - "References Available Upon Request" line. They expect you to provide them if you are asked.
  - Personal Interests and/or Hobbies
  - Photographs or other graphics/images

WRITING A QUALITY BULLET POINT

The bullet points that outline your job responsibilities and accomplishments should be focused around 3 main points:

1. What did you do?

2. How did you do it?

3. What was the result?

What did you do?

Your bullet point should start off with a strong verb that describes an action that you took as part of your job. Remember that you aren't just writing what you did, you're showing a future employer what you are capable of. This means you need to be specific.

✕ Instead of:

> *Completed administrative tasks around the office.*

✓ You can write:

> *Compiled inventory data from written reports and transcribed the relevant information into Microsoft Excel for future analysis.*

How did you do it?

Each of your bullet points should show a skill. Rather than telling an employer what skills you have, you can show them your skills by describing how you completed your responsibilities.

✕ Instead of:

> *Handled customer complaints.*

✓ You can write:

> *Deescalated conflicts with customers by listening to the issue at hand, resolving the matter directly, and offering recompense as allowed in company guidelines.*

What was the result?

Try to quantify your responsibilities wherever possible. Employers appreciate understanding the scale of your past work, so being able to describe your accomplishments in numbers can give them a more complete picture of what you're capable of doing.

✕ Instead of:

> *Operated cash register in store and drive-thru.*

✓ You can write:

> *Operated cash register in-store and drive-thru which regularly totaled around $1250 in transactions across a 6-hour shift.*

PRO TIP: BE DIRECT

Avoid starting your bullet point with words like "helped," "assisted," or "worked to." Start your bullet point with the more direct action.

Instead of: *Helped file federal, state, and local tax documents for 3-5 clients per day.*

You can write: *Filed federal, state, and local tax documents for 3-5 clients per day.*