

VCU Career Services

How to Build a Resume

Guaranteed to help students succeed in the job application process.

Click on the highlighted sections to learn more information about the resume building process.

What is a Resume?

A **resume** is composed of 5 to 6 sections to prove why you deserve the position you're apply for by providing your experience.

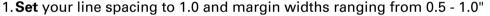
What to include:

- Academic Experience
- Paid Work Experience
- Unpaid Work, Volunteer Experience, Community Service
- Involvement in Clubs, Sports, Community, Organization
- Awards & Scholarships
- Technical Skills

Define your Target Audience

- Figure out who your target audience is.
- Who do you want to impress with your resume?
- How will you display your expertise?

How to Format a Resume



- 2. Put contact information in the header of the document
- 3. Organize experiences, skills and awards in dedicated sections
- 4. Customize a consistent theme of line spacing, headers and combination of fonts for the page
- 5. Organize experiences from most to least recent from top to bottom.
- 6. Describe each experience with effective action statements

Action Statement Formula

Skill + What YOU did + Results / Outcomes

(Action Verb) + (Job responsibility) + (How / Why)

Appointment Hours

Monday - Friday: 8 A.M. - 5 P.M.

Drop-In Hours

Thursday - Friday: 10A.M. - 3 P.M.

Resources Office Location

University Student Commons, 1st Floor, Room 143



careers.vcu.edu



