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

1. **Set** your line spacing to 1.0 and margin widths ranging from 0.5 - 1.0"
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)

Resources

Appointment Hours

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

Drop-In Hours

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

Office Location

University Student Commons, 1st Floor, Room 143

Contact Us

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🌐 **careers.vcu.edu**

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