

RESUME FORMAT

What your resume should LOOK like

FONT SIZE (your name):
4 - 8 pts bigger than body text.

FONT SIZE (main headings): 2 pts bigger than body text.

FONT SIZE (body text): 10-12 pt.

FONT SIZE (Entry headings): same size as main text, but altered to stand out.

FONT FAMILY:
Should be readable and professional like "Calibri" or "Georgia". 1-2 fonts max. Second font should be used only in the main headings and/or your name.

FONT COLOR: Black font is best. 1-2 colors max. Second color should be used only in the main headings and/or your name and should look professional and readable if printed in black and white.

BULLETED LISTS:
Content should be broken into bulleted lists of 3-5 items. Avoid paragraphs.

ALIGNMENT:
Content should be left aligned.

GRAPHICS: No graphics, icons, or clipart. **DO NOT** add a photo of yourself.

MARGINS: equal size on all sides between 5" to 1".

LILLY POTTER

Cheney, WA | 509.555.1212 | student@ewu.edu

SUMMARY

- Experience promoting and coordinating large high profile fundraising events
- Strong communication skills; ability to produce and deliver high impact presentations
- Creativity and technical aptitude demonstrated through web editing and promotions creation

EDUCATION

B.A. Communication Studies | June 2025 (Expected)

Eastern Washington University, Cheney, WA

Minor: Sociology

GPA: 3.67/4.00

Relevant Coursework: Intercultural Communication, Publication Design

EDUCATION FORMATTING: Put either before or after Experience. Before is more common for current students and new professionals. List in reverse chronological order.

EXPERIENCE FORMATTING: Follow the same layout and arrangement as your entries in your education section. List in reverse chronological order.

RELEVANT EXPERIENCE

Communications Intern | Jan 2024 – Mar 2024

Spokane AIDS Network, Spokane, WA

- Wrote weekly press releases resulting in 24 publications in three local news papers
- Developed script for Sub for Santa segment on Good Morning Spokane news program
- Assisted in coordination of donor recognition event, hosting 150+ guests and 15 high profile donors
- Edited "Spokane AIDS Walk" campaign pamphlets and website, ensuring seamless transition during new media campaign
- Provided creative ideas for 15 second commercial, supporting Communications Director in development of workable concepts and script

Freelance Writer | Oct 2023 – June 2024

The Spokesman Review, Spokane, WA

- Completed 6 press releases, improving non-profit visibility within the community
- Proofed marketing materials, receiving recognition for significantly improving the quality of materials
- Designed and published 10 monthly e-newsletters distributed to 350 clients

SPACING: Single-spaced with an extra equal amount of space between sections and entries.

OTHER EXPERIENCE

Mentor: AVID | Sep 2022– Jan 2024

Holmes Elementary School, Spokane, WA

- Administered Ripple Effects computer-based behavioral learning program weekly to students ages 9-13
- Interacted with 5-10 students weekly as follow up to the computer-based program to ensure accuracy in learning
- Documented interactions with students with weekly case notes and reviewed cases and learning objectives with supervisor

SKILLS

Adobe Creative Suite: InDesign, Illustrator, Photoshop

Email Marketing: MailChimp

Fluent in Spanish/English; verbal and written

PAGE LENGTH: 1 page for limited relevant experience and new professionals. Two pages are okay for extensive relevant experience, experienced professionals, and/or people with graduate degrees.

Resumes should be easy to scan in 30 seconds or less

RESUME CONTENT

What you should put on your resume and how

EDUCATION: Add college level education relevant to the job. Do not include high school unless you are still in high school. Include:

- The official name of your degree
- The month and year you graduated or will graduate
- The name of the institution
- The city and state where you attended

You do not have to list an A.A. if it was in general studies.

EXPERIENCE: Can be paid or unpaid experiences that demonstrate your qualifications for the job such as: full and part-time jobs, internships, fellowships, research, volunteering, academic projects, job shadowing, leadership roles in student groups, study abroad, freelancing/contract work, entrepreneurship, or military experience.

Include:

- Position title
- Dates (month and year)
- Organization name
- Location (city and state)
- 3-5 bullet points demonstrating a different skill used or learned relevant to job applying for.

SKILLS: Optional. Hard skills only; relevant software, tools, and methods. Foreign language skills if spoken at conversational level.

LETTERHEAD: Include your name, address, phone number, and email address. Use a professional email that is close to your first and last name.

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Email Marketing: MailChimp

Fluent in Spanish/English; verbal and written

SUMMARY: Optional. Includes 3-5 bullet points highlighting the best parts of your resume in relation to how you meet the qualifications of the job. The first bullet point demonstrates your experience level in a similar role or industry.

OTHER ITEMS: GPA (only if 3.0 or higher), or your honors designation (but not both). Minors and certificates. Relevant/unique courses, and relevant competitive academic awards.

EXPERIENCE HEADING: Title it "Experience", "Relevant Experience", or something specific instead of employment history.

ACTION VERBS: Start each bullet point with a different action verb saying what you did.

QUANTIFY: Add quantities and frequencies, such as how many/much and how often.

DESCRIBE: Don't just tell them WHAT you did, tell them HOW you did it.

OTHER OPTIONAL SECTIONS: Can include Academic Projects, Volunteer Experience, Memberships/Professional Affiliations, Awards/Honors, Certifications, and Other Work Experience.

Resumes should be tailored to the qualifications in each job posting