

Name 14 – 18pt font, phone #,  
and PROFESSIONAL or  
my.westga email.

## NAME

City, ST Zip

C: 555.123.4567

E: abcdefg@my.westga.edu

For security purposes, do  
not include full mailing  
address. Just include city,  
state, & zip.

Do not use personal  
pronouns in the resume.

## CAREER PROFILE

Can be thought of as a “mini” version of the cover letter. Presents an opportunity to display your transferable and soft skills effectively and summary of relevant experience. Ideal section to work key strengths into your resume and desired career goals. Usually about 3-5 sentences in length. Include foreign language proficiency if applicable.

## EDUCATION

UNIVERSITY NAME, City, ST

Semester Year

**DEGREE, Major (GPA ?./4.0)**

- Dean’s List: Semester Yr (Optional)
- Student Organization (Optional)
- Study Abroad (Optional)

Spell out degree “Bachelor of Arts in Psychology”. Do not list HS information (unless 1<sup>st</sup> semester Freshman) and only include colleges where degrees will be received. GPA if 3.0+

## EXPERIENCE

COMPANY NAME, City, ST

Month Year - Present

### Title

- Include paid, unpaid, and internship experience in this section
- Accomplishment statements begin with action verbs
- They describe specifics of what you do/did at your job and should take up most of a line
- Try not to repeat action words, at least in same position
- Quantify accomplishments when possible with numbers and percentages

COMPANY NAME, City, ST

Month Year - Month Year

### Title

- Don’t say what you were *responsible for* but highlight what you did and how you did it
- Do not use periods to end bullet statements
- Use appropriate tense (past for past jobs, present for current)
- Put consistent effort into bullets for all experiences, and use 3-5 bullets per experience

## OTHER CATEGORIES (OPTIONAL)

Organization or Project Name

Semester Year

Section title based on  
what you choose to  
include (aka.  
Organizations)

- This section could be for organizations, if you participate in 3 or more
- Could be course work or projects relevant to job applying for
- Other involvements (church service, tutoring, leadership, HS involvements for Freshmen ONLY)

## ADDITIONAL INFORMATION

**Volunteer experience:** List organizations, separated by commas

**Awards:** Award with Month Year

**Technology skills:** Computer skills with proficiency (Microsoft Word, Excel, Access, PowerPoint, Adobe Illustrator, Dreamweaver)

List additional  
information that  
highlights your skills and  
background not covered  
above

Resume should have consistent formatting throughout: aligned, uniform bullets, single spacing with 10-12pt font in body, margins between .5” and 1”, no photographs, and no colors besides black.

## Resume Evaluation Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Applying For (If Applicable): \_\_\_\_\_ Major: \_\_\_\_\_

General Guidelines		
	Acceptable	Needs Changes
1 – 2 pages in length		
Not in template, no pictures, and no colors other than black		
Format balanced and easy to read (ex. consistent alignment)		
Consistent and appropriate font size (10 – 12 pt) and style (ex. italics)		
No personal pronouns (ex. “me” or “I”)		
Consistent and proper punctuation		
Appropriate tenses (present for current and past for past)		
No spelling or grammar errors		
No references listed in resume document		
<b>Comments</b>		

Contact Information			
	Acceptable	Needs Changes	N/A
Name in appropriate font size and style (14-18 pt)			
City and state listed without street address			
Phone number and PROFESSIONAL email address (preferably my.westga)			
LinkedIn, personal website, and/or portfolio URL (optional)			
No active hyperlinks			
<b>Comments</b>			

Summary Statement (Optional, but Highly Recommended)			
	Acceptable	Needs Changes	N/A
Describes transferrable and/or soft skills			
3-5 sentences in length			
<b>Comments</b>			

Education			
	Acceptable	Needs Changes	N/A
Degrees, earned and currently earning, listed in reverse chronological order			
Degrees spelled out (“Bachelor of Arts in X Major”, not “BA”)			
Degrees emphasized using font style (ex. bold)			
City and state of each institution			
Month and year of graduation, without “expected” or “projected”*			
GPA (if 3.0 or above)*			
High school not listed*			
<b>Comments</b>			

<b>Experience</b>			
	<b>Acceptable</b>	<b>Needs Changes</b>	<b>N/A</b>
Listed in reverse chronological order (most recent first)			
Include related paid, unpaid, full, part-time, volunteer, and/or practicum			
Titles emphasized using font style (ex. bold)			
City and state of each employer (not full address)			
Month and year of employment (not dates)*			
No supervisor's name, salary, job type, etc.			
Accomplishment statements in bullets (not paragraphs)			
Action verbs begin accomplishment statements (ex. managed, implemented)			
Specific numbers to show value to employers (\$ managed, # supervised)			
<b>Comments</b>			

<b>Skills (Optional)</b>			
	<b>Acceptable</b>	<b>Needs Changes</b>	<b>N/A</b>
Proficient computer/software skills			
Transferrable skills (ex. sales, customer service)			
Additional languages spoken, with proficiency (ex. conversational, fluent)			
<b>Comments</b>			

<b>Other Categories (Optional)</b>			
	<b>Acceptable</b>	<b>Needs Changes</b>	<b>N/A</b>
Honors/awards			
Extracurricular activities			
Volunteering/community service			
Certifications/licenses			
Course work/projects			
Research/publications			
Presentations			
Affiliations (ex. clubs, professional organizations)			
Other			
<b>Comments</b>			

*\*Exceptions may apply in certain cases.*

<b>Status and Recommendations</b>	
Approved for WolfWorks Submission, no recommendations	
Approved for WolfWorks Submission, with suggestions for improvement	
Denied for WolfWorks Submission, resubmit after making corrections	
Denied for WolfWorks Submission, call 678-839-6431 to set up a resume appointment.	
<b>Additional Information</b>	