





## Resume Sections

**Contact Information:** Include your name, cell phone number, email address, and LinkedIn profile. Do not include your physical address, especially with the **risk of fraudulent job listings** online, but you may want to include your city or region. You may also include a **personal website** or link to a **portfolio** if relevant to the job.

### Steve Rogers

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**Education:** List your academics in reverse-chronological order (most recent first). Including your GPA is optional but usually not necessary (as other parts of your resume provide more relevant information). You may also consider sharing activities, concentrations, certificates, and relevant coursework.

#### **EDUCATION**

##### **B.S. Marketing**

San Jose State University, San Jose, CA

August 2022 - May 2024 (expected)

**Activities:** Writing Center Tutor, Marketing Club

##### **AA Business Administration**

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August 2020 - May 2022

**Barista** - Gong Cha, San Jose, CA

May 2021 - August 2022

Cultivated positive environment for peers and customers through effective **customer service and teamwork**

Generated the most **quarterly boba sales** twice in a row through implementing skills

**Skills:** This section warrants the most creativity you might separate skills into categories (e.g., job skills vs. technical skills vs. soft skills) to make them more skimmable, especially if you are listing many items. Similarly, include **certifications** for these skills if relevant. Focus on skills that are needed for the job to which you are applying pull this information from the job posting if possible. Do not list items that are not relevant to the specific job.

### **SKILLS**

**Marketing:** Social Media Management + Analysis; Content Marketing (photo, video); Copywriting; Social Media Ads

**Technical Skills:** Adobe Creative Cloud, Canva, Microsoft Excel, Hootsuite (**certified May 2023**), Tableau

**Soft Skills:** Creative Problem Solving; Teamwork; Communication (interpersonal, written, presentation); Time Management

**Personal Interests:** Many organizations hire for your cultural fit and attitude as much as (if not more than) your skills and experience. Depending on the impression an organization gives you, it may be smart to include personal interests to help show your personality. Additionally, include personal interests that demonstrate skills relevant to the job

to help exemplify your personality/cultural fit for the role. However, if space is limited on your resume, this section should be the first to cut.

### **PERSONAL INTERESTS**

Content Creation, Photography, Language Learning, Basketball, Gardening, Coffee Crafter

**Additional Sections to Consider:** **relevant to the job**, the exact sections you include may vary. Here are some examples of other sections you might consider adding to your document.

**Honors and Awards:**

including them, especially if you do not have extensive work experience.

**Work Projects and/or Publications**

or publications that you want to bring attention to, they may warrant their own section.

**References:** If former managers or co-workers consent, you might include contact

. However, current

you progress in the hiring process, then the supervisor and/or hiring committee will ask for references when they need them.

## Additional Notes and Resources

### *Diversity, Equity, and Inclusion*

Outside of rare scenarios, **never include a photo on your resume**. Many employers take issues related to equal employment opportunity seriously, so including a photo may disqualify you before your resume is even considered.

### *The Confidence Gap*

tend to apply for jobs if they feel they meet 60% of the requirements, but women generally only apply if they think they are a 100% match (Kelly, 2021). This issue leads to an apparent lack of female candidates to recruiters even when a woman may be significantly more qualified than their more confident male counterpart (Kelly, 2021). As such, **apply for jobs even if you don't feel 100% confident**.

### *Standard Formatting*

Generally, your resume should **look boring** and be exported as a .doc, .docx, or .pdf file. There **are exceptions**, such as artistically tailoring your resume for design-oriented roles or adding visual flair when delivering a resume in-person at a job fair. However, you **should** implement **strategic bolding**

### *Online Accessibility*

Many digital job postings let you automatically fill in the application using information from your resume. If the autofill output is incorrect, that may indicate formatting issues for *other* online resume auto-reading robots.

One solution is a service (free for SJSU students for up to 10 uses) called **VMock**

and more. We do not endorse it as your one-stop resume fixer since it can at times make

