

Your Full Name

City, State | Phone Number | professional.email@email.com

OBJECTIVE

Specific to the job you are applying to.

Highlight specific skills that align with the job.

EDUCATION

Name of School

Graduation Date for Degree

Full degree title. **Should match what your diploma will say.**

GPA if 3.0 or higher

- Relevant Courses: **Listing coursework is helpful, especially if you do not have related experience.**
 - **300 – 400 level courses, if completed.**
- Honors/Awards

EXPERIENCE

Job Title

Date Started – Date Completed

Name of Employer | Employer Location

Highlight your accomplishments, responsibilities, and skills:

- What did you do in your role? What problems did you solve?
- How did you do it? Did you use any tech, tools, or skills?
- Why did you do it? What was the purpose or the outcome?

Job Title

Date Started – Date Completed

Name of Employer | Employer Location

Highlight your accomplishments, responsibilities, and skills:

- Use bullet point format to make your accomplishments, responsibilities, and skills easier to identify.
- Start each bullet point with an action verb.
- Avoid using pronouns.

INVOLVEMENT

- List student organizations, clubs, volunteer work, or activities that demonstrate skills & accomplishments relevant to the job.
- **Add additional bullet points for any leadership roles within an organization.**

Date Started – Date Completed

SKILLS

- List “Hard Skills”: Technology, Software, Languages.
- **Soft skills will show up elsewhere on your resume. (Customer Service, Teamwork, Leadership, Communication, etc.)**

Cayenne Pepper

Lafayette, Louisiana | 337.482.1444 | cayenne.pepper@louisiana.edu

OBJECTIVE

Seeking an entry-level position in the marketing field utilizing strong communication, design, and research skills.

EDUCATION

University of Louisiana at Lafayette

May 2026

Bachelor of Science in Business Administration, Marketing

GPA: 3.5

- Relevant Courses: Sales Management, Marketing Research, Media Graphics, Public Speaking
- Honors/Awards: Dean's List – Fall 2023, Spring 2024 | Recipient of “_____” Scholarship

EXPERIENCE

Student Assistant

August 2024 – Present

UL Lafayette | Office of Enrollment Services

- Assist and guide prospective students and their parents with the enrollment process.
- Train new Student Assistants in office procedures, including using computerized enrollment system (Banner), processing applications and university programs and resources.
- Work closely with recruiting staff to prepare marketing materials for high school and college visit programs to highlight the university.

Sales Associate

March 2023 – June 2024

Dillard's Department Store | Lafayette, Louisiana

- Applied marketing knowledge to promote sales through product recommendations and cross-selling strategies, contributing to increased revenue.
- Operated Point-of-Sale systems to efficiently process transactions, returns, and exchanges while ensuring accuracy and compliance with store policies.
- Collaborated with team members to achieve department goals, demonstrating strong communication, adaptability, and problem-solving skills.

INVOLVEMENT

Alpha Kappa Alpha Sorority

Recruitment Chair

August 2024 – May 2025

- Organized and coordinated all aspects of recruitment events, including scheduling, logistics, and theme development.
- Designed and executed strategies to increase chapter visibility and attract new members, resulting in 20% increase in membership.

Member

August 2023 – Present

- Participate in chapter events, philanthropy initiatives, and organizational activities.

SKILLS

- Microsoft Word, Excel, PowerPoint, Publisher, Canva

RESUME CHECKLIST



FORMATTING

- Page margins are balanced & appropriate (.5-1 in.).
- Fill 1-2 pages without overcrowding.
- Font style and size is readable, standard & consistent.
- Formatting is consistent, with all dates aligned & each entry formatted identically.
- Consistent use of special characters & styles (periods, bold lettering, all CAPS, italics, indentions).
- Send as a PDF file.
- Do not include a photo or references.
- Title document appropriately if sent via email.
Ex: (last name) resume

PUNCTUATION & GRAMMAR

- Writing is clear, professional, & concise.
- No first person or personal pronouns used. (I, me, my)
- No spelling or grammatical errors.
- Correct verb tenses are used. (positions that have ended should use past tense)

ORGANIZATION

- Experiences are in reverse chronological order.
- Heading titles highlight relevant skills or experiences.
- Content & experience details are listed consistently, such as titles & dates.

CONTACT INFORMATION

- First & last name (larger than the rest of the text, without being distracting).
- Phone number.
- Professional email address.

OBJECTIVE

- State the type of position desired & and the kind of company, industry, or organization for which you want to work.
- Include specific skills or abilities you have and would like to use which relate to the position.
- Briefly describe in 1-3 sentences.

EDUCATION

- Name of the institution & location. (City, State)
- Official degree name is listed.
- Graduation date. (month & year)
- Minor is included, if applicable.
- List GPA, only if 3.0 or above.
- Include any relevant coursework or honors. (300-400 level, specific courses, align with job)
- Include only post-secondary education.

EXPERIENCE

- Job Title.
- Name of company.
- Location. (City, State)
- Dates worked (Month & Year only)
- Bullet point list of job responsibilities, accomplishments, & skills.
- Bullet points begin with action verbs & clearly define skills development.
- Avoid repeating action verbs and bullet point wording.

INVOLVEMENT & LEADERSHIP

- Name of organization.
- Dates involved.
- Position held (if relevant).
- Can the reader tell what the organization is by the name? If not, describe your organization.
- Optional: Describe leadership roles in organizations with 1-2 bullet points.

SKILLS & CERTIFICATIONS

- List "Hard Skills" adding qualifiers. (Proficient, Basic Understanding, etc.)
- Soft Skills will show up elsewhere on your resume. (Teamwork, Leadership, Communication, etc.)
- Certification title & date achieved/received. (CPR/First Aid, LinkedIn Learning courses, etc.)



**NEED YOUR
RESUME REVIEWED?**
EMAIL: resume@louisiana.edu