

# ANATOMY OF A RESUME

Use your legal name on your resume and keep it consistent with the rest of your brand. If you have a different preferred name—or nickname—talk to a career counselor.

Your name should be the largest item on your resume—you want it to stand out.

Be sure to have an appropriate voicemail set up.

Include:

- University name
- Individual college or school's proper name
- City, State
- Type of Degree
- Major
- Graduation Date
- Minor
- Select courses (if relevant)
- G.P.A. (if over 3.0)

For position descriptions, you'll need:

Organization

- Your Title (be as descriptive as possible—e.g.,

- discuss with your supervisor to adjust "Intern" to "Marketing Intern").
- Geographic Location (City, State or City, Country)
- Dates (month, year or semester, year).

Start your descriptions with verbs. Check out page 5 for ideas.

If you're skills are specific, list them based on your proficiency and comfort level.

Your positions should be in reverse chronological order within sections (start with the most recent position first).

In general, use 11- or 12-point font in your document. An easy-to-read font is also recommended such as Calibri or Times New Roman.

**ALBERTO J. TORINO**  
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**EDUCATION**  
**Syracuse University**, The College of Arts and Sciences, Syracuse, NY  
B.A., Economics and Political Science, May 2017  
*Minor: Advocacy and Public Rhetoric*

- GPA: 3.66
- Work 10 hours a week
- Renee Crown Honors

**Maxwell in DC**, Washington, DC  
Washington Semester Program, Spring 2016

**University of Chile**, Santiago, Chile  
Environmental Policy Study Abroad, Fall 2015

**POLICY AND RESEARCH EXPERIENCE**  
**United States Environmental Protection Agency**, Washington, D.C.  
*Policy Intern* (Spring 2016)

- Compiled contamination and regulation statistics pertaining to drinking wells
- Prepared public self-help information for safe drinking water and source water protection
- Evaluated and provided feedback to redesign USEPA Groundwater website

**Economic Commission for Latin America & the Caribbean**, Santiago, Chile  
*Environmental Research Intern* (Fall 2015)

- Collaborated on research on the relationship between economics and the environment in the Latin American and Caribbean region
- Researched legislation relating to environmental regulation across Latin America and the Caribbean region
- Analyzed environmental models to determine trends, patterns, and relationships across the region
- Identified and analyzed policy proposals in regards to economic environmental goals

**LEADERSHIP EXPERIENCE**

**Student Association**, Syracuse University, Syracuse, NY  
*Board of Elections and Membership Chairperson* (Fall 2014 to Spring 2015)

- Organized and coordinated campus-wide election for student body president
- Presided at hearings related to election code violations
- Recruited and retained new assembly members

**Learning Communities Advisory Board**, Syracuse University, Syracuse, NY  
*Chief Finance Officer* (Fall 2014 to Spring 2015)

- Oversaw a \$12,000 program budget
- Organized and planned campus-wide activities for learning communities

**ACADEMIC PROJECTS**  
**Honors Thesis:** Onondaga Lake Clean Up and It's Economic Impact on Central New York  
September 2015 - Present

- Research the economic cleaning costs and efforts of the Onondaga Lake Project and how it will impact the Syracuse and Central New York economies, policies, ecosystem, and future outlook

**SKILLS**  
*Language:* Spanish  
*Software:* Microsoft Excel, Microsoft Publisher

Use a professional e-mail address, either your syr.edu or one that uses your name.

Include your social media channels to demonstrate your online presence. See page 22 for more on how to develop your online brand.

Emphasize different types of information in your 'header' with bolding or italics.

Be specific with your section headings.

Use them to highlight related experience.

Quantify impact when possible.

No periods at the end of your descriptions.

Separate your sections with bold or capitalized headings that stand out.

Keep your tenses consistent.

Make use of white space. Keep margins balanced and no less than 0.5", don't overcrowd the page. Margins can be adjusted under "Page Layout" if using Microsoft Word. You want your resume to be easy for the recruiter to read.