



College of Agriculture  
and Life Sciences

## **Resume Content Guide**

### **General Guidelines**

<b>Length</b>	<ul style="list-style-type: none"><li>• Undergraduates: 1 page</li><li>• Grad Students: 2+ pages</li></ul>
<b>Format</b>	<ul style="list-style-type: none"><li>• Font size 10-12</li><li>• Standard font choice, readable</li><li>• 0.75in-1in margins</li></ul>
<b>Required Sections</b>	<ul style="list-style-type: none"><li>• Contact information</li><li>• Education</li><li>• Experience</li></ul>
<b>Optional Sections</b>	<ul style="list-style-type: none"><li>• Professional summary</li><li>• Relevant coursework</li><li>• Activities/leadership/campus involvement</li><li>• Honors/awards/certifications</li><li>• Skills</li></ul>

### **Section Breakdown- *In order of recommended appearance on resume***

<b>Contact Information (<i>Required</i>)</b>	
<b>Name</b>	<ul style="list-style-type: none"><li>• Use slightly larger font, bold</li></ul>
<b>Email Address</b>	<ul style="list-style-type: none"><li>• NCSU or professional sounding</li><li>• will.wolfpack@gmail.com &gt; packfan99@gmail.com</li></ul>
<b>Phone Number</b>	<ul style="list-style-type: none"><li>• Make sure voicemail is set up and available to receive messages</li></ul>
<b>LinkedIn</b>	<ul style="list-style-type: none"><li>• Recommended to include in contact information.</li><li>• Hyperlink the actual link for easy access.</li><li>• Personalize URL</li></ul>
<b>Physical Address</b>	<ul style="list-style-type: none"><li>• Helpful to show local candidacy, but not required to include.</li><li>• Sometimes helpful to leave off if applying to a position far away from the address.</li></ul>

<b>Professional Summary (Optional)</b>	
<b>Professional Summary Tips</b>	<ul style="list-style-type: none"> <li>• 2-3 sentences</li> <li>• Lead with strong adjectives, buzzwords from job description</li> <li>• Highlight key skills and experiences</li> <li>• Especially effective when the resume/experience doesn't closely align with the position</li> </ul>
<b>Professional Summary vs. Objective Statement</b>	<ul style="list-style-type: none"> <li>• Objectives aren't recommended; they take up space on a resume to restate interest in a position that will be listed elsewhere.</li> <li>• Professional summaries are short descriptions of the student as a professional candidate.</li> </ul>
<p><b>Example:</b></p> <p><i>Motivated to make a difference in childhood obesity. Determined to build on extensive nutrition coursework to gain experience in a pediatric clinical setting. Three years of diverse experiences have honed strong interpersonal and organizational skills. Work samples available at my ePortfolio at <a href="http://www.yourname.ncsu.edu">www.yourname.ncsu.edu</a></i></p>	

<b>Education (Required)</b>	
<b>Institution Name</b>	<ul style="list-style-type: none"> <li>• Spell out completely <ul style="list-style-type: none"> <li>◦ North Carolina State University &gt; NC State</li> </ul> </li> <li>• Include city &amp; state (or country) on same line, right justified</li> </ul>
<b>Degree Title</b>	<ul style="list-style-type: none"> <li>• Match format as written in job description <ul style="list-style-type: none"> <li>◦ B.S. or Bachelor of Science</li> </ul> </li> <li>• Include all majors &amp; minors capitalized</li> <li>• Include month &amp; year of graduation on same line, right justified</li> </ul>
<b>GPA</b>	<ul style="list-style-type: none"> <li>• Include cumulative if above a 3.0</li> <li>• Can include major GPA if significantly higher than cumulative</li> </ul>
<b>Transfer Institutions</b>	<ul style="list-style-type: none"> <li>• Include if degree earned (A.A./A.S.)</li> <li>• Optional to include if no degree earned</li> </ul>
<b>Multiple Degrees</b>	<ul style="list-style-type: none"> <li>• Include all degrees held</li> <li>• List in reverse chronological order</li> </ul>
<b>Study Abroad</b>	<ul style="list-style-type: none"> <li>• Include under primary institution</li> </ul>
<b>High School Diploma</b>	<ul style="list-style-type: none"> <li>• Optional for first &amp; second years</li> <li>• Must come off after sophomore year of undergrad</li> </ul>

**Example:**

**North Carolina State University**  
B.S. Horticulture, minor in Soil Science, GPA 3.65

**Raleigh, NC**  
May 2023

**Relevant Coursework (*Optional*)****When to Include**

- Shows content knowledge when student doesn't have much relevant experience
- If job description mentions specific content knowledge as a requirement

**What to Include**

- Spell out full course name vs. class code
- Specific classes relevant to position, not gen eds or irrelevant
- Upper level courses with hands on experience are preferable to entry level courses

**Example:**

- Animal Nutrition Lab
- Organic Chemistry
- Principles of Biochemistry
- Diseases of Farm Animals
- Equine Nutrition
- Livestock Merchandising

**Experience (*Required*)****Sections & Sorting**

- Can include all experience under one heading in reverse chronological order OR
- Can break up experience by relevance and include in reverse chronological order (within section)
- Customize section headings by type
  - Agricultural Business Experience
  - Customer Services Experience
  - Research Experience

**Formatting**

- Include company name, company location, position title, dates worked (month & year)

**Accomplishment Statements (Bullet Points)**

- *Action verb + what you did + how/why you did it*
- 2-6 per experience
- No "I" statements
- Pull keywords & skills from job description, be specific

	<ul style="list-style-type: none"> <li>• Quantify where possible (number of people, dollars, time etc.)</li> <li>• Take ownership of active experiences rather than using passive language <ul style="list-style-type: none"> <li>◦ <u>Passive</u>: <i>Assisted lab director with tasks as needed</i></li> <li>◦ <u>Active</u>: <i>Performed evaluations of swine populations through taking vital signs, blood, and fecal samples.</i></li> </ul> </li> </ul>
<b>Non-work Experience</b>	<ul style="list-style-type: none"> <li>• Can include campus involvement, clubs, organizations, volunteer work etc.</li> <li>• Can only list memberships &amp; positions held OR</li> <li>• Can include bullet points if relevant &amp; impactful experience such as leadership positions</li> </ul>

<b>Honors/Awards/Certifications (Optional)</b>	
<b>Honors &amp; Awards</b>	<ul style="list-style-type: none"> <li>• Can include honor societies, awards, scholarships (if well-known), grants etc.</li> <li>• Dean's list not recommended to include, GPA will show academic success</li> </ul>
<b>Certifications</b>	<ul style="list-style-type: none"> <li>• Include if relevant to industry/position <ul style="list-style-type: none"> <li>◦ IRB/CITI, CPR, EMT/Lifeguard, Forklift/machinery operation etc.</li> </ul> </li> <li>• Include date earned and date good through</li> </ul>

<b>Skills (Optional)</b>	
<b>Hard Skills</b>	<ul style="list-style-type: none"> <li>• Skills that can be demonstrated and qualified <ul style="list-style-type: none"> <li>◦ Animal husbandry</li> <li>◦ Microscopy</li> <li>◦ Machinery/equipment operation</li> <li>◦ Research techniques</li> <li>◦ Microsoft Excel</li> </ul> </li> <li>• Can include in a bullet list</li> <li>• If you include a skill here, be ready to demonstrate it</li> </ul>
<b>Soft Skills</b>	<ul style="list-style-type: none"> <li>• Skills that are transferable, but not measurable <ul style="list-style-type: none"> <li>◦ Teamwork</li> <li>◦ Time-management</li> <li>◦ Positive attitude</li> <li>◦ Organized</li> </ul> </li> <li>• Don't include in bullet list, recommended to demonstrate these skills through accomplishment statements</li> </ul>

## **Miscellaneous Tips**

- Always download & send as a PDF to mitigate formatting issues.
- Don't use Microsoft's or other online templates, they often don't include/leave space for accomplishment statements.
- A little color is okay, but don't go overboard, can be distracting.
- Don't use arbitrary skill ratings or graphics.
- Include hyperlinks to LinkedIn, websites, or portfolios.