



Resume Writing and Formatting Guide

What is a Resume?

Employers need to know that anyone who has applied for a position is qualified to take on the duties and responsibilities required by that position. An applicant conveys those qualifications through their resume. Simply put, a resume is a concise, yet detailed listing of your experiences and qualifications as they relate to the position for which you are applying.

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Qualifications

- Broad knowledge of sport management and the sport industry based on coursework, specific knowledge of baseball operations based on internship with Tennessee Smokies
- Business Administration major graduating in the top 10% of my class
- Volunteered in two major campus organizations – ability to work within demanding environments and exercise great time management and problem-solving skills
- Expert knowledge in statistical analysis
- Responsible, dependable, and trustworthy – take pride in my work

Education

Bachelors of Science in Business Administration, May 2017
Emphasis in Sport Management
Carson-Newman University, Jefferson City, TN
Cumulative GPA: 3.8

Relevant Coursework: Sport Management, Sport and Facility Management, Sport Marketing, Essentials of Management and Leadership, and Principals of Managerial Accounting

Work Experience

Baseball Operations Intern, Tennessee Smokies (Kodak, TN), March 2017 – Present

- Manage ticket window operations, to include scheduling staff and addressing customer concerns
- Promote company at regional events and assist with gaining financial support of new clients and local businesses – have been directly involved with successful recruitment of 5 new clients to date
- Developed new social media strategies, which have resulted in a 30% increase in followers of the Smokies' social media platforms and 42% more views

Community Service

Mossy Creek Clean-Up Days (Jefferson City, TN), 2015-2017

- Landscaping and brush clearing around Mossy Creek as part of a land development initiative to provide more recreational space for the campus and community.

Campus Involvement

Student Ambassador, Student Ambassadors Association, 2015-2017

- Served with this campus organization designed to support all endeavors undertaken by our Advancement Office, particularly in the form of hospitality and event planning efforts for our alumni and friends

Campus Life Committee Member, Eagle Production Co., 2014-2016

- Planned and implemented campus events and activities

Is there a standard format for a resume?

Resumes can be formatted with various layouts. However, there are some standard categories and formatting requirements to follow. One of the most important expectations is that your resume be limited to one page. Time is of the essence for most employers and hiring managers when considering applicants. Keeping your resume to one page allows for them to more quickly get the gist of your candidacy for the job. The longer your resume becomes the more likely it is to be looked over due to time constraints.

Likewise, when listing standard categories, such as Education, Work Experience, Skills, Certifications, and Awards, ensure they are relevant to the position to maximize the employer's interest in your candidacy. The example above serves as a good reference for the standard formatting and categories often used on a resume.

Should I use the same resume for every position?

No. Instead, modify your resume to be specific to each position. Look at the employer's website, social media profiles, and other promotional materials. Notice the language they use to describe what they do and incorporate some of the keywords and phrases into your resume. Choose examples from your personal experiences and qualifications that speak directly to what you know the employer is interested in and that are relevant to the description of the duties and responsibilities of the position. As no two positions are identical, no two resumes should be either.

How should I list details on my resume?

- Font choice should be easily read and professional, with your name listed in the largest font on the page.
- Details should be concise but clearly communicate their value and relevance to the position.
- Always order your experiences from most recent to least.
- Provide specific examples of how your work met or exceeded goals, improved productivity, or was awarded for its excellence or significance.

For additional resources and assistance related to career planning, contact the Office of Career Services at Student Success located in the Learning Commons of the Stephens-Burnett Library (second floor, office number 225). You can also contact the office by email at careerservices@cn.edu or call 865.471.4483.

You can also connect with the office through one of the platforms below:



www.cn.edu/careerservices