

MRC Resume Workshop  
(Worksheet courtesy of Dr. Paul Kraiwietz, UT Dallas NSM Career Center)

*The following worksheet will help you construct various sections of your resume. Generally, for current students, the resume is a maximum of 1 page in length. For current students or new graduates, Education should be the first section after the Heading, and the titles of sections may vary based on the job description and what you want to highlight. More important/applicable sections should be listed toward the top of the resume.*

**1. HEADING - Personal Information**—This is your contact information that appears at the top of the resume.

- Name
- City, State, Zip code
- Email address
- Phone
- LinkedIn Link

*\*Use an email that you check daily and that is appropriately named (a work/school email or a personal email with professional name).*

**2. SUMMARY (Optional).**

**Summary (aka Profile—optional)**

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**3. EDUCATION.** List all colleges and universities from which you have earned or will earn a degree. Do not abbreviate. Start with your most recent degree earned/anticipated. You may list a community college if you have earned an associate's degree.

**Education**

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**4. TECHNICAL SKILLS.** This section can help you demonstrate proficiency in areas not otherwise outlined in your academics or experience sections. Focus on skills most relevant to your desired position/career field.

**Technical Skills (as applicable)**

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**5. RELEVANT EXPERIENCES – Work, Internships and/or Related.** List your experience, with the most recent information first. List your role, the organization, the location, and beginning and ending dates. When noting your responsibilities and accomplishments, use concise statements describing your role and use action verbs to describe your skills, activities and accomplishments. Quantify a result when possible.

**Relevant Experiences (as applicable)**

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Responsibilities and Accomplishments (put in bullet form—use action verbs to start each statement (organized, planned, created, etc.). Remember PAR: Problem—Action—Result (or did X, using y, resulting in z).

- Revolutionized client's Instagram account from 713 followers in August 2020 to 2,788 followers as of June 2021

- Analyzed market segments to determine the best approach when writing advertisements resulting in an increase of sales by 10%

**6. PROJECTS (ACADEMIC, TECHNICAL, CAPSTONE).** This section can help you demonstrate proficiency in areas by highlighting past projects.

#### RESEARCH, CLASS PROJECTS

**Academic Projects (as applicable)**

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**7. RELEVANT COURSEWORK.** Provide a list of relevant courses (3 to 6) that highlight knowledge, skills, etc. related to the position.

**Relevant Coursework**                      **Separate by bullets**

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**8. EMPLOYMENT/EXPERIENCE.** *List your experience, with most recent information first. List your role, the organization, the location, and beginning and ending dates. When noting your responsibilities and accomplishments use concise statements to describe your role and use action verbs to describe your skills, activities and accomplishments. Quantify a result when possible.*

**Employment/Experience (as applicable)**

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**9. INVOLVEMENT/LEADERSHIP/ORGANIZATIONS – Campus, Community, Volunteer.** Highlight activities that demonstrate involvement in organizations and note any leadership roles as well as the length of membership. List your role, the organization, and dates.

**Leadership (as applicable)**

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**10. HONORS & AWARDS.** List the name of the honor/award, the organization it is affiliated with, and the date earned.

**Honors & Awards (as applicable)**

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**11. WHAT'S NEXT?** What are the next 3 action steps you would take in your internship/job search process?