

Writing a Resume/Curriculum Vitae (CV)

Regardless of who will be looking at your resume, whether a scholarship committee or company recruiter, a strong resume can be the difference between achieving your goal and being overlooked as a candidate. A Resume/CV often your opportunity to provide a first impression.

What is a Resume and CV?

Both a Resume and CV are a summary of you as an applicant. Both outline your experiences and the information you highlight should be adapted to reflect the particular scholarship that you are applying for.

Required Sections of Resume/CV:

- Include your name and contact information at the top of each page:
 - Campus address and Permanent Address
 - Telephone Number *Make sure your voicemail message is professional*
 - *Appropriate* email address (ideally your msu.edu email, use whatever email you will check regularly)
- Education section, detailing all education institutions attended (including study abroad and community college)
 - Include G.P.A. out of 4.0; only include if 3.0 or above
- Work experience: list all positions you have held with a detailed description of your role
 - Include name of organization, name of your position, and dates worked.
Example: Human Resource Intern, MSU Alumni Association
East Lansing, MI
May 2011-August 2011
 - List your role using the following format:
Action verb + what you did + measurable impact. Example: Organized inventory in order to improve store efficiency.
- Honors, Awards, and Skills: List any scholarships, grants, and special acknowledgments you have received. Include the title and date received, Skills: include language skills, technical skills, etc.
- Activities: Include professional activities only! Can include clubs you are member of, executive board positions, etc. Include your title (i.e. member), the name of the organization, and range of dates that you participated in.

Have questions? Need help? Contact the National/International Fellowships and Scholarships (NIFS) office at nifs@msu.edu

Recommended Sections of Resume/CV: Include in the order that best highlights your experiences

- Volunteer experience: same format as work experience. Should include experiences where you demonstrated community involvement (can be a paid position).
- Research Experience: same format as work experience. Should include experiences where you have developed your research abilities.
 - Publication and Presentation: Include any experiences in MLA or APA format
- Relevant coursework: list out any courses you feel are relevant to the opportunity you are applying for. Include course title, and date completed.
- International experience: Include any experience abroad, including personal trips or experiences for school. List when and where you visited.

Do the following:

- Use bold and italics sparingly to highlight some of the more impressive information in your resume.
- Include information in chronological order. Resumes should have current/most recent job listed first within each section.
- Start the description of your experience with a strong action verb.
 - Common Action Verbs: Analyzed, Communicated, Constructed, Adapted, Demonstrated, Coordinated, Administered, Delegated, Facilitated, Organized, Aided, Assisted, Collaborated

Avoid the Following:

- **Spelling errors, typos, and poor grammar**
- Using smaller than 12 point font
- Missing information, or inaccurate information
- Including personal information not relevant to what you are applying for (i.e. listing hobbies, personal preferences, or giving your age, height, etc.)
- Repeating action verbs
- Changing font throughout your resume
- Include crazy borders
- Writing in paragraphs, experiences should be described in bullet point format.

Additional Resources: Please follow these links to find additional examples and tools for writing your Resume/CV

<http://lear.broad.msu.edu/>

<http://careernetwork.msu.edu/services-locations/career-advising.html>

<http://writing.msu.edu/>

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RESUME CHECKLIST

All “Yes” answers are required.

Yes	No	N/A	1. At a quick glance, is your resume visually appealing with major sections standing out?
Yes	No	N/A	2. Have you included the area code with your phone number?
Yes	No	N/A	3. Are you using your @msu.edu email address?
Yes	No	N/A	4. Did you use a consistent format throughout the whole resume?
Yes	No	N/A	5. In Education, did you provide each school’s name, city & state, diploma or accomplishment, and dates earned for those accomplishments (if using dates)? Is your GPA included as 3.5/4.0?
Yes	No	N/A	6. Did you include the professional organizations for which you are a member? Have you included relevant volunteer experiences?
Yes	No	N/A	7. Did you provide each employer’s name, city, state, your title, job duties, and dates employed?
Yes	No	N/A	8. Do all phrases begin with strong action verbs ?
Yes	No	N/A	9. Is the entire resume free of spelling, punctuation & grammatical errors ?
Yes	No	N/A	10. Did you include certificates, honors , awards?
Yes	No	N/A	11. If using dates, have you spelled out each month and not put a comma before the year (i.e. June, 2012)?
Yes	No	N/A	12. If applicable, did you include the foreign languages you speak?
Yes	No	N/A	13. Are you using greater than 12 point font?
Yes	No	N/A	14. Have you omitted your age, birthday, gender, height, weight, marital status, political/religious affiliations & “references available”?
Yes	No	N/A	15. Does everything on your resume support your job/scholarship objective?
Yes	No	N/A	16. Is your resume an honest reflection of you?
Yes	No	N/A	17. Has this resume been custom-tailored keeping in mind the specific values of the scholarship to which you are applying?

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