# CREATING A RESUME FROM SCRATCH

## Creating a Resume from Scratch

Word or Google Docs are the best programs for creating and editing your resume. You often can find resume templates through word processing programs or you can purchase separately, but we **do not recommend** using these templates. These templates can be difficult to work with due to settings like font size, spacing, margins, and categories being locked which cannot be changed.

Here are instructions for creating a new resume from scratch.

## Step 1: Open new fresh document

While creating a resume from scratch can be time intensive, it is worth it! Follow along in the [Job Search Handbook](#) for information, advice, tips, samples, and more!

*Note:* formatting is a great way for you to make your resume more you! You do not have to bold, italicize, use the same font type/size, etc. to match the example we have.

## Step 2: Create a header for your resume

This header will also be the same on your cover letter and other application materials. You want your name to be eye catching and can do this by changing the font type, font size, or choosing a reader friendly color. You can also choose different symbols to separate out your information to make your resume more personal.

*Information to include:*
- Phone number to best be reached at – Make sure your voicemail is set up with a professional greeting
- Email address – do you have professional domain? (Ex: [StomperMaverick@gmail.com](mailto:StomperMaverick@gmail.com) vs [Stomperlovespie11@gmail.com](mailto:Stomperlovespie11@gmail.com))
- Address – this can be optional, but it can be helpful if you are applying for jobs in an area that is close to your address.
- Relevant links- Personal website, efolio, or even a LinkedIn profile are things you can include in your contact line! If you choose to include these, make sure that your profile and website are complete.

**NAME NAME**

123 Main St | City, ST zip | [email@email.com](mailto:email@email.com) |(cell) pho-ne##

## **Step 3:** Add your education section

If you do not have full-time related work experience, you will typically place your education section at the top since it is new and relevant. Students that have a lot of related full-time work experience might list their work experience first and list their education lower on the resume.

*Information to include:*
- School you attended- Minnesota State University, Mankato
- Degree you received- Bachelor of Arts/Science in [major]
- Location
- Date you graduated or expect to graduate- Month 20XX
- Minor, program emphasis, or program certificates if applicable
- Achievements- if you have a GPA of 3.00 or higher, been on the Dean's List, honor societies, graduated with honors, etc.
- If you have another college degree from another school (ex: Associate of Arts/Science), list them in reverse chronological order
    - o Note: This is if you have gotten a degree, not if you took college classes in high school or continuing education classes.

**EDUCATION**

**Minnesota State University- Mankato,** Mankato, MN                              Anticipated: Month 202X
*Bachelor of Arts/Science in [degree name]*
- *Minor: [minor name if applicable]*
- *Program Emphasis: [emphasis if applicable]*
- *Certificate: [certificate name if applicable]*
- GPA: 4.00/4.00
- Honors: Dean's List- 4 semesters; ABC Honor Society

**Other College You Received a Degree,** City, ST                              Month 202X
*Title of Degree: [degree name]*

## **Step 4:** Add additional headers

You can add different headers to separate your experience. These headers can be whatever you want! This can be a creative way for you to have your most relevant experiences at the top for the hiring manager to see first.

*Here are some sample headers:*
- Related Experience / Relevant Experience / Industry Experience
- Internship Experience
- Work Experience
- Other Experience
- Volunteer Experience
- Campus Involvements
- Leadership Experience

## **Step 5:** Add in your experiences

Now that you have your section headers, you can start adding your experiences that correspond to each section.

*Information to include:*
- Organization name
- City, ST
- Title of your position
- Relevant dates
- Bullet points that highlight your skills, accomplishments, and tasks
  - Check out the Job Search Handbook to learn more about writing bullet points

**WORK EXPERIENCE**

**Organization Name** City, ST                                                                    Date – Present
*Title*
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability

**Organization Name** City, ST                                                                    Date – Date
*Title*
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability

## **Step 6:** Add anything else you want to highlight

You might have other experiences or skills you want to include on your resume. If you do not have a full page of work experiences, you can add more educational components.

*Additional things you might include:*
- Objective statement
- Language skills
- Professional memberships
- Conferences attended
- Certification or licenses
- Computer/Technical skills
- Study Abroad or global experiences
- Class presentations/projects
- Military experience

- Relevant coursework

## Step 7: Finalize it

After you have your new resume, check out the Job Search Handbook resume checklist to ensure your resume has all the information and formatting needed.  You can also schedule a resume appointment on Handshake to get feedback from our Career Advisors.

# NAME NAME

123 Main St | City, ST zip | email@email.com |(cell) pho-ne##

### EDUCATION

**Minnesota State University- Mankato,** Mankato, MN                                      Anticipated: Month 202X
*Bachelor of Arts/Science in [degree name]*
- *Minor: [minor name if applicable]*
- *Program Emphasis: [emphasis if applicable]*
- *Certificate: [certificate name if applicable]*
- GPA: 4.00/4.00
- Honors: Dean's List- 4 semesters; ABC Honor Society

**Other College You Received a Degree,** City, ST                                                Month 202X
*Title of Degree: [degree name]*

### RELATED SKILLS & SOFTWARE/CERTIFICATIONS
- List, date completed if needed                     • List
- List                                                                 • List

### RELEVANT EXPERIENCE

**Organization Name** City, ST                                                                      Date – Present
*Title*
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability

### WORK EXPERIENCE

**Organization Name** City, ST                                                                      Date – Present
*Title*
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability

**Organization Name** City, ST                                                                      Date – Date
*Title*
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability

### LEADERSHIP OR CAMPUS INVOLVEMENT

**Student Organization,** City, ST                                                                  Date – Date
*Title or Activity Level*
- Skills and Accomplishments, add numbers to show ability
- Skills and Accomplishments, add numbers to show ability

### CAMPUS INVOLVEMENTS

**Organization Name,** *Title*                                                                       Date involved
**Organization Name,** *Title*                                                                       Date involved