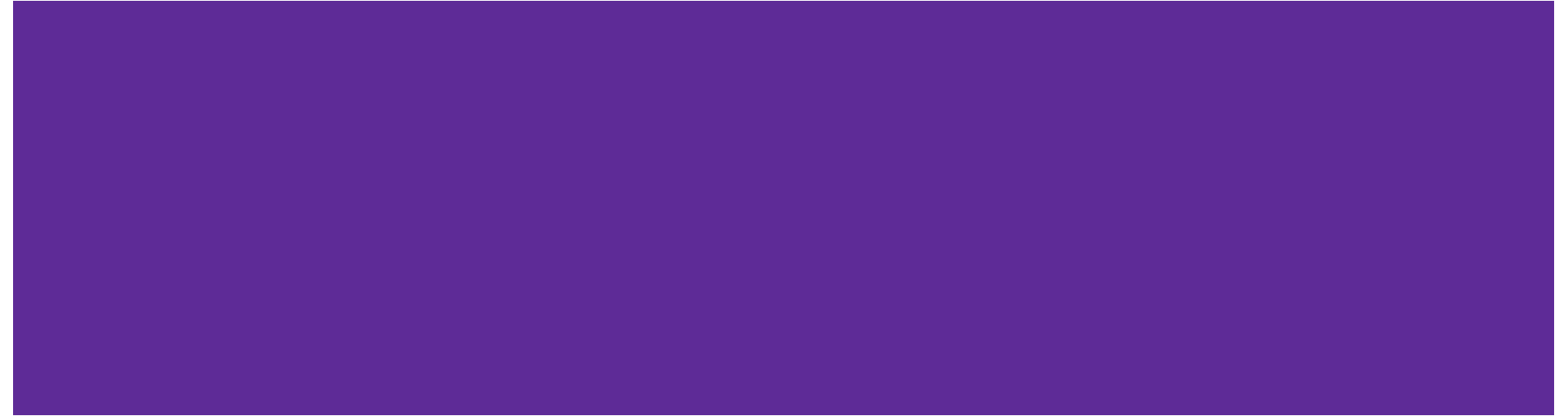


Guide to Resumes

Cornell University – Phi Chi Theta



Sample resume



Header & Education

NAME [Address] [Phone Number] [Cornell Email] [LinkedIn]	
EDUCATION	
Cornell University, [School Name] <i>Candidate for Bachelor of [Science / Arts] in [Major Name]</i>	Ithaca, NY <i>(Expected) Date</i>
<ul style="list-style-type: none">• Cumulative GPA: [X/X]; Concentrations: [X]• Honors & Awards: [X]• Relevant Coursework: [X]	
PROFESSIONAL EXPERIENCE	
Company Name <i>Position</i>	Location <i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
Company Name <i>Position</i>	Location <i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
Company Name <i>Position</i>	Location <i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
EXTRACURRICULAR ACTIVITIES	
Activity Name <i>Position</i>	Location <i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
Activity Name <i>Position</i>	Location <i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
Activity Name <i>Position</i>	Location <i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
SKILLS & INTERESTS	
<ul style="list-style-type: none">• Languages: Fluent in [XX], Conversational in [XX]• Technical Skills: Proficient in [XX], Intermediate in [XX]• Other Activities: [XX]• Interests: [XX]	

- Your name should be **big and bolded** at the top of your resume
- **Header:** include relevant information (residential address, phone number, Cornell email, and a hyperlink to your LinkedIn)
- **Education:** cover your college experience (major/minor(s), Cumulative GPA, expected graduation date, and relevant coursework, honors, and test scores)
- For transfers, can include your previous university

Professional Experience

NAME
[Address] | [Phone Number] | [Cornell Email] | [LinkedIn]

EDUCATION

Cornell University, [School Name] Ithaca, NY
Candidate for Bachelor of [Science / Arts] in [Major Name] *(Expected) Date*

- Cumulative GPA: [X/X]; Concentrations: [X]
- Honors & Awards: [X]
- Relevant Coursework: [X]

PROFESSIONAL EXPERIENCE

Company Name	Location
<i>Position</i>	<i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
Company Name	Location
<i>Position</i>	<i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
Company Name	Location
<i>Position</i>	<i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	

EXTRACURRICULAR ACTIVITIES

Activity Name	Location
<i>Position</i>	<i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
Activity Name	Location
<i>Position</i>	<i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	
Activity Name	Location
<i>Position</i>	<i>Dates</i>
<ul style="list-style-type: none">• [insert description of role, impact, and outcomes]• [insert]• [insert]	

SKILLS & INTERESTS

- **Languages:** Fluent in [XX], Conversational in [XX]
- **Technical Skills:** Proficient in [XX], Intermediate in [XX]
- **Other Activities:** [XX]
- **Interests:** [XX]

- Relevant work experience comes right after education
- **Consistency** is key in the format you present your resume (include the same number of bullets for each experience)
- Don't worry if you don't have any big name internships or companies on your resume – we all start from somewhere
- Use **concise language** and **quantify** your achievements with metrics
- Start each bullet with a **powerful action verb** and keep each bullet to a **single line**

Extracurricular Activities

NAME
[Address] | [Phone Number] | [Cornell Email] | [LinkedIn]

EDUCATION

Cornell University, [School Name] Ithaca, NY
Candidate for Bachelor of [Science / Arts] in [Major Name] *(Expected) Date*

- Cumulative GPA: [X/X]; Concentrations: [X]
- Honors & Awards: [X]
- Relevant Coursework: [X]

PROFESSIONAL EXPERIENCE

Company Name **Location**
Position *Dates*

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

Company Name **Location**
Position *Dates*

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

Company Name **Location**
Position *Dates*

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

EXTRACURRICULAR ACTIVITIES

Activity Name **Location**
Position *Dates*

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

Activity Name **Location**
Position *Dates*

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

Activity Name **Location**
Position *Dates*

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

SKILLS & INTERESTS

- **Languages:** Fluent in [XX], Conversational in [XX]
- **Technical Skills:** Proficient in [XX], Intermediate in [XX]
- **Other Activities:** [XX]
- **Interests:** [XX]

- Your on-campus involvements generally come right after your work experience
- Can have high school experiences in this category as a freshman but by the time you're a sophomore, this category should be kept to **college involvements**
- Follow the model presented by the previous slide for how to format your bullets and experiences
- To emphasize, **consistency** is KEY
- **Quantify** your achievements + be **concise** in your bullets

Skills & Interests

NAME
[Address] | [Phone Number] | [Cornell Email] | [LinkedIn]

EDUCATION

Cornell University, [School Name] Ithaca, NY
Candidate for Bachelor of [Science / Arts] in [Major Name] (Expected) Date

- Cumulative GPA: [X/X]; Concentrations: [X]
- Honors & Awards: [X]
- Relevant Coursework: [X]

PROFESSIONAL EXPERIENCE

Company Name Location
Position Dates

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

Company Name Location
Position Dates

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

Company Name Location
Position Dates

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

EXTRACURRICULAR ACTIVITIES

Activity Name Location
Position Dates

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

Activity Name Location
Position Dates

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

Activity Name Location
Position Dates

- [insert description of role, impact, and outcomes]
- [insert]
- [insert]

SKILLS & INTERESTS

- **Languages:** Fluent in [XX], Conversational in [XX]
- **Technical Skills:** Proficient in [XX], Intermediate in [XX]
- **Other Activities:** [XX]
- **Interests:** [XX]

- **Miscellaneous** section, can include pertinent information such as languages, technical skills (any programs or software languages you might be familiar with), and any activities you might have missed elsewhere
- Be **specific** in your interests/hobbies (if you share a similar interest with your interviewer, it's a good way to connect)
- As a general rule, your resume should **NEVER** be more than a page as an undergraduate student

Questions

Please reach out to our Diversity & Inclusion Chair, Vincent (vh95@cornell.edu) if you have any questions