

# HANDSHAKE: RÉSUMÉ MINIMUM QUALIFICATIONS

In order to help you best market your skills and experience, your résumé is reviewed before it is approved for use on Handshake. Tips and samples are available on the website. You may also submit your résumé as a Microsoft Word document to [msu.eresume@murraystate.edu](mailto:msu.eresume@murraystate.edu) for feedback within 2 business days or call the office to schedule an appointment.

**[First Name] [Last Name]**

Street Address | City, ST Zip | Phone # | Email | LinkedIn (Optional)

## SUMMARY/HIGHLIGHT OF QUALIFICATIONS

Summarize, in 3 - 5 bullets, the skills and personal traits you possess and that mirror the job description to best communicate you are a fit for position/company.

## EDUCATION

**University;** City, ST | *Degree, Major;* Date of Graduation

GPA: #.##/4.0 (Overall assumed.)

Add Major GPA if higher and label as such)

## APPLICABLE COURSEWORK (Optional Section)

Only list courses that fill a gap in résumé or otherwise illustrate required knowledge that has not been demonstrated through your experience section. If list more than three, use columns.

## EXPERIENCE

**Business Name;** City, ST | *Job Title;* Dates of Employment (Month, Year)

- List experiences present to past
- Include applicable volunteer experiences, internships, co-ops, part- and full-time jobs
- List 3-5 bullet points under each job describing assigned responsibilities

### Special/Senior Projects

- List leadership contributions and outcomes for class project if applicable to position

## ACTIVITIES/HONORS/MEMBERSHIPS (Optional Section)

**Organization,** *current position,* dates; *previous position,* dates

List only those organizations (sports, clubs, student government and honors) where you contribute regularly and actively

## KEY SKILLS

**Foreign Languages:** List oral, written and reading competency levels, not course years

**Computer:** Include hardware and software proficiencies, if seeking tech position, include more specific sections: programming languages, hardware, software, operating systems, databases, peripherals, etc.

**Certifications/Licenses:** List dates

**Personal:** List personal skills/traits that help make you a better candidate for position

## INTERESTS (Very Optional Section)

List interests and hobbies if you have space and if they are relevant to goals of objective

In order for your résumé to be approved in Handshake and be available to employers, it must meet the following requirements:

### Consistent format and content

- Appropriate font(s)
- Header text size (12 - 14 pt font)
- Body text size (10 - 12 pt font)
- Fills the page (should NOT be more than one page if less than 10 years of experience)
- NO high school info after sophomore year unless specifically related to objective
- NO grammatical/spelling mistakes
- NO references (belong on separate page)
- NO social security #, birth date, picture, marital status, gender, ethnicity, or religion

### Contact Information

- Includes name, address, phone number, and e-mail address clearly at top of page

### Education

- Includes institution(s) spelled out and location (City, ST)
- Includes degree (Bachelor of...) and major
- Includes expected graduation date (month/year) rather than dates attended
- Degrees are listed present to past
- Includes minor(s) if applicable

### Experience (chronological résumés)

- Includes employer/organization(s), location, title and dates of employment (month/year) listed present to past
- Uses present and past tense verbs accurately
- Uses concise bulleted statements, not complete sentences
- Does NOT use first person ("I")

### Honors, Awards and/or Activities (if included)

- Listings are spelled out (no abbreviations)
- Leadership roles are listed with dates positions were held

### Curriculum Vitae (CVs)

- May be longer than one page - must include name and page number on subsequent pages

Please review the sample to the left.



**MURRAY STATE**  
UNIVERSITY

## CAREER SERVICES

100 OAKLEY APPLIED SCIENCE BUILDING | 270.809.3735

[MURRAYSTATE.EDU/CAREER](http://MURRAYSTATE.EDU/CAREER)

