# Writing a Professional Resume

by: Steve Snelling

When you are working full-time, after completing your university studies, you will eventually need to re-write your Student Resume into a Professional Resume format. Keep most of the information you had in your Student Resume, but rearrange the order, so you are now featuring your work experience over your Educational information.

Following your name and contact information (including a path to your LinkedIn profile), you usually lead off with an **Experience Summary** section, followed by your **Work History** section, then your **Computer Software Knowledge** section. Then a shorter version of your **Education** section, though you still might briefly list your Senior Design Project and any University Awards or Honors you received. Then your **Professional Organizations** section, where you can also list any officer positions or awards or conferences attended (and if you were a presenter at a conference). You may also want to include a **Hobbies & Interests** section, to serve as an ice breaker (or just to share some fun information about yourself to a hiring manager or human resource manager).

Use this resume structure as a reference when preparing your resume.

Sample *Professional Resume Format:*

## Your Name

*(in Initial Caps, Bold, 14 pt.)*
*(Repeat just your name at top of page 2, if more than 1-page)*

Home Address
(*City & State only – no postal mailing address, for security reasons*)
Home e-mail
Cell phone #
LinkedIn Profile path

**Experience Summary (or Position Sought)**
Not required, and not always desirable. But if used, include a few sentences that summarizes your entire work experience; or that highlights your main interests or the type of job you are seeking (change the side heading to reflect which of these were used).

**Work History**

***Company name*** *(most recent)* City, State Month/Year – Month/Year
*Position title* – describe main duties (or let this be the first bullet).

- Briefly describe the size of the facility and main products, etc.
- Briefly describe a project or activity you worked on.
- Utilize key action words like cross-functional team, project management approach, business forecasting, process improvement, etc.
- Have several interesting things to talk about in the interview (potentially bring a written project report or activity summary).

- Include 4–6 bullets in total for each position.

***Other company name*** City, State Month/Year – Month/Year
*Position title* – describe main duties (or let this be the first bullet).

- Provide the same types of content listed above.

## Computer Software Knowledge

*List of computer software (either as bullets or multiple columns, maybe organized by type of software skills)*

## Education:

School name & degree title Year of graduation

- Any major school project (like the Senior Design Project).
- Any school honors or special study.

## Professional Organizations & Certifications

A list of professional organizations and any officer positions held.
List any professional certifications.
List any professional conferences attended (and if a presenter).

## Hobbies & Interests

*Not required, and not always desirable. But if used, list a few of your hobbies & interests – to serve as an icebreaker (or help make a connection with the Interviewer).*

***[References will be furnished upon request.]***

*And then have 4-5 references already typed up on a separate sheet, ready to send out (by postal mail or e-mail attachment).*