



**WHEATON  
COLLEGE**  
*For Christ & His Kingdom*

# RESUME FORMAT MATTERS

On average, your resume receives about 6 seconds of attention. Clean (*and predictable!*) formatting helps the reviewer get a clear sense of your experience at a glance. **Here's how to stand out in 6 seconds:**

**1 CONTACT INFORMATION** Your first line is your first and last names in bold, 16-18pt font. Next, list your contact information: cell phone number, email address, and customized LinkedIn URL. If you choose to hyperlink, remove automatic formatting.

**2 EDUCATION** Include your school's name, location, official degree title, anticipated graduation date, major(s), minor(s), licensure & endorsements, and GPA (if above 3.20). Always include the scale for your GPA (e.g., 3.37/4.00). Including relevant coursework and academic honors, study abroad, and scholarships (give a brief description) is optional.

**1** **Melissa Laneous**  
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**2 EDUCATION**  
**B.A. History** May 2021  
Wheaton College, Wheaton, IL  
• Cumulative GPA: 3.35/4.00  
• Related Coursework: American Cities and Suburbs, History of Women in the United States, Topics in Traditional Asian History, The Enlightenment Modernity and Its Discontents, and History of Christianity in North America

**3 EXPERIENCE**  
**Resident Assistant** August 2018 – Present  
Wheaton College Residence Life, Wheaton, IL  
• Lead 40 undergraduate female students in residence hall by listening and responding to concerns, and holding students accountable to college policy  
• Collaborate with 3 community leaders on floor to create, shape, and execute educational programs  
• Manage check-in, check-out, maintenance requests, finances, and open floors for residents  
• Participate in planning and implementing community building events and educational programs for residence hall, as directed by RD in an effort to create a holistic living and learning environment for all residents  
• Develop relationships with students on floor and organize regular floor fellowships to enable a smooth transition to college for first-year students and begin to create a sense of belonging  
• Fulfill on-duty responsibilities one night a week and every other weekend by completing multiple building walkthroughs and being point-person for any questions, concerns, or emergencies

**Teaching Assistant** January 2017 – Present  
History Department, Wheaton College, Wheaton, IL  
• Conduct 5 study sessions to assist students with course material resulting in improved grades for participants  
• Grade approximately 45 tests and weekly homework assignments to ensure students receive timely feedback  
• Provide feedback to professor about homework issues, such as multiple students making similar errors

**Marketing Intern** Summer 2018  
Freeland Marketing, Cairo, NY  
• Collected quantitative and qualitative data to help identify target audience  
• Analyzed marketing objectives to identify customer base  
• Developed customized marketing plan to create market niche for client which was leveraged or used with multiple clients  
• Redesigned database system to generate comprehensive, timely reports utilizing MS Excel, which cut software budget by 10%

**Young Life Leader** August 2016 – May 2018  
Young Life, Naperville, IL  
• Planned events for up to 100 students to create a team environment for participants  
• Facilitated weekly discussions for 20+ high school students to talk about character building

**Graphic Design Intern** January 2016 – May 2017  
Center for Vocation and Career, Wheaton College, Wheaton, IL  
• Coordinated creative content design, editing, and maintenance of CVC marketing pieces throughout year  
• Served with CVC professionals on design and marketing to build CVC brand on campus  
• Maintained clear understanding of CVC programs, services, and events to spread awareness on campus

**4 ADDITIONAL SKILLS**  
• Multicultural experience from extensive travel and service trips to Europe and Asia  
• Conversational in Finnish

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**EXPERIENCE** The experience section aligns your past experiences with your current pursuits. Remember that your experience is not limited to paid jobs! Group your experiences in 1-2 categories that [best highlight skills](#) relevant to the job. List experiences in reverse chronological order within the appropriate section; providing your position, the organization name and location, and dates employed. See our list of [Sample Resumes](#) for examples of different sections!

Under each experience, include 2-4 bullet points with [accomplishment statements](#) describing your achievements. Use [strong action verbs](#) to begin each statement, quantify your work whenever possible, and avoid ambiguity by answering three questions in each statement:

- *What you did – what were you trying to accomplish?*
- *Why you did it – what was the end goal or purpose?*
- *How you did it – what skills did you use/develop to achieve your goal?*

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**SKILLS** "Additional Skills" or "Additional Experience" is often the final section on a resume.\* Foreign languages, computer proficiency (do not include Microsoft Office Suite, as most employers consider this a given) and training certifications are among the skills typically listed in this section. Include your level of expertise or fluency with each skill, such as fluent, advanced, proficient, intermediate, or beginner. You can also use this space to highlight multicultural experience you may have gained through service trips, or cross-cultural studies completed abroad.

**\* Note**

*If you are applying to a position that requires specific technical skills (e.g., Python, HTML, ArcGIS) we strongly encourage you to consider moving your skills experience up below Education. Stand out by weaving these hard skills into your accomplishment statements as part of answering the "how" question! (See page 4 of our [Sample Resumes](#) for example.)*

