Showcasing Your Skills: A Guide to Resume Writing

This document provides basic information about how to draft a professional resume. There are additional resources in the Leighton School of Business Career Planning Canvas page, in the One.IU system. To have your resume reviewed and proof-read, send it to Career Planning at becareer@iu.edu.

Applicant Tracking Systems

To manage their hiring process, many employers use computerized software called "Applicant Tracking Systems" (ATS). ATS software searches resumes for words/phrases matching requirements included in the job description and/or on the employer's web site. Only resumes containing those words/phrases are referred to a hiring manager by the computer.

Tailor the words/phrases in your resume to match those in the job description of the position you seek. This may require you to modify your resume each time you apply for a job.

ATS systems can sometimes incorrectly read your resume if you use text boxes, graphics or templates downloaded from the web. If the system cannot read it, it may not be sent to a hiring manager. Keeping your layout simple alleviates this problem (see the example at the end of this guide).

Degrees and Training

Most employers set specific minimum academic requirements for new hires. For this reason, it is crucial that you list your degree accurately on your resume. An education section must have, at minimum:

- The name of the institution issuing the degree
- The month and year you completed the degree (i.e., May 2025) *or* that you estimate you will complete the degree (i.e., Anticipated May 2026)
- The official title of your degree (i.e., Bachelor of Science in Business), with your major (i.e., accounting, marketing, etc.)

The education section is an ideal place to include any training or certifications relevant in your career field, whether they were earned at a school or not. When including these, format them the same as you formatted your degree information.

Tips

Resumes should be one page long. In business, two pages would only be appropriate for those with 10 or more years of relevant experience.

If you took classes at a college or university, but never earned a degree from that institution, there is no need to put it on your resume.

In examples throughout this document, various font styles & abbreviations are used in examples. This is intentional. It is meant to illustrate the options you have when drafting your resume. Pick font & abbreviation styles & use them consistently throughout your resume.

Punctuation at the end of sentences should be consistent. Either use periods at the end of clauses and phrases, or not.

Education Section Example

Indiana University South Bend	Anticipated May 2026
Bachelor of Science in Business: Management Information Systems	South Bend, IN

Experience Headers

Each experience on your resume should have an informational header, which includes the **name of company** (or place where you got the experience), **your title**, the **month and year** of when the experience started and stopped and the **city and state** where the experience occurred. If you acquired the experience outside of the United States, include the country.

Under each header, describe what you did and the skills you used. Use bullet points when listing this information. Here is an example:

Your title   Location where you worked

Griswold Bank   January 2025 to May 2025
Investments Intern   Elkhart, Indiana

- Partnered with senior bank staff to assess and report fund investment performance
- Completed qualitative and quantitative analysis on long and short equity mutual funds for the investments team
- Designed an Excel spreadsheet to process, analyze and report large pools of returns and performance data. Portfolio managers continue to use this spreadsheet when assessing asset allocations

More than Jobs/Internships

Experience is any task from which you gained skills. Things like class projects, involvement (on or off campus), and even upper division classes relevant to the employer can be cited on your resume in the experience section. Here are examples of how to include those in a resume format:

Involvement as Experience

International Club, IU South Bend   August 2024 -- May 2025
  Public Relations Officer & Treasurer   South Bend, Indiana

- Organized a faculty dinner for 80 guests and presented six awards (2024)
- Managed publicity via Facebook, Twitter and Instagram for International Week and other functions
- Secured approximately $1,500 in operating funds; collected and deposited dues from 35 members

Class Projects as Experience

Class Project, Management Information Systems Capstone Class   August 2024 to December 2024
Indiana University South Bend   South Bend, IN

- Designed, as part of an in-class team, a web-based, customized software solution that integrated multiple business processes for a nonprofit organization. Delivered an application that saved hundreds of personnel hours, monthly, by automating data collection and entry
- Utilized enterprise application development, security, Java/C/VB programming, IT project management, database programming, web design, computer architecture

JUDD LEIGHTON SCHOOL OF BUSINESS AND ECONOMICS
Indiana University South Bend

Classes as Experience

Marketing 401 - International Marketing   Jan. 2025 to Apr. 2025
Indiana University South Bend   South Bend, IN

- Researched how previous marketing campaigns have utilized segmentation to promote products or services in the United Kingdom, Germany and France
- Examined three years of demographic and geographic segmentation data and psychographic studies in targeted countries
- Compared legal and cultural definitions of deceptive practices, invasion of privacy and breaches of confidentiality in targeted countries

Including Specifics in Experience

The only information an employer will have about your qualifications is what you include on your resume. As such, be specific when writing about your accomplishments. The section to the right contains questions which can help you identify details from your experiences to include on a resume. Here is an example:

Human Resources Intern   Titan Corporation
May 2025 – August 2025   Benton Harbor, MI

- Assisted the human resources team in posting positions online, both on the company web site, and in select national sites. Interfaced with 25 universities job posting boards to advertise vacancies
- Reviewed nearly 350 resumes for 28 vacant positions; conducted initial prescreening interviews with 19 candidates, assisted with 31 in-person interviews and 57 Zoom interviews
- Utilized Microsoft Outlook to coordinate the schedules of 20 managers and area leads for in-person interviews

Transferable Skills

If you do not have direct experience in a specific career field, or are planning to transition to a new career, it is useful to cite "transferable" skills in your resume. **Transferable skills are those you acquire in one area but are applicable in another**.

For example, working in retail is very different from working in human resources but each requires you to work with people. Therefore, experience in one can be relevant to the other despite their differences.

Consider these questions when writing about your experiences:

- What were your main responsibilities in each job, internship, volunteer position or project? What were your most important accomplishments in those positions?
- What specific numbers you can cite, such as dollar amounts, numbers of sales, numbers of people you interacted with (you can give a range of amounts) per shift (or per day, or per hour).
- Did you work alone, or as part of a team?
- What computer software, equipment, machines or tools did you use and cite the specific brand name (i.e., Adobe Photoshop, NCR Point of Sale system)?
- Did you earn any awards or commendations, and if so what was the criteria for that commendation (include that criteria)?
- How much inventory did you keep track of, or process?
- How many square feet of space did you keep in order?
- Did you have a budget to work with? If so, how much?
- Did you have to maintain confidential information?
- Did you have to get specialized training or certifications prior to doing a job function? If so, list what on what you were trained.

Concluding Advice

Young professionals sometimes get contradictory advice on how to compose a resume. One person may recommend you write it one way, and another person recommends the opposite. Which is correct? It could be both are correct. Why? Because there is no one "right" way to make a resume. Getting input from career advisors, peers and mentors is smart but ultimately *you* decide how to organize the document, how it should look and what it includes. It is your resume, and it should reflect you.

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Education

Indiana University South Bend   May 2025
Bachelor of Science in Business (Economics)   3.24 GPA   South Bend, Indiana

Skills

- Data Analysis and Statistical Software
- Microsoft Excel macros, pivot tables, queries
- STATA
- Thompson Database, Factiva and Bloomberg

- Google Analytics
- Event planning and production
- Presenting to large groups (500 people+)
- Writing professional reports

Experience

Emony Bank   January 2025 to May 2025
Investments Intern   Niles, MI

- Partnered with senior bank staff to assess and report fund investment performance to stockholders
- Completed qualitative and quantitative analysis on long and short equity mutual funds for the investments team
- Researched investments for the Curzon Group, a committee of money managers and investment analysts who research international investments. Research was published in the "Midwestern Journal of Finance" (March 2025 edition)
- Designed an Excel spreadsheet to process, analyzed and report large pools of returns and performance data. Portfolio managers continue to use the spreadsheet when assessing asset allocations

Econometrics Class, Indiana University South Bend   August 2024 to December 2024
Student   South Bend, IN

- Assessed key economic statistical indicators using econometrics
- Utilized statistics and regression analysis to estimate economic relationships
- Practiced evaluating hypotheses statistically and to forecast economic trends

Dominion Center for Global Studies   June 2024 to August 2024
Intern   Washington, DC

- Performed regressions of GDP data on 10 poverty indicators for 15 countries using STATA
- Wrote scripts in STATA to perform a series of multivariable regressions to provide quantitative evidence for a report to be shared with UNICEF and the Red Cross

International Club, Indiana University South Bend   August 2022 to May 2025
Public Relations Officer & Treasurer   South Bend, IN

- Organized a faculty dinner for 80 guests and presented six awards
- Managed publicity via Facebook, Twitter and Instagram for International Week and other functions
- Secured approximately $1,500 in operating funds; collected and deposited dues from 35 members