

Ranger Resume Resource Packet

LASSO Center | Ryerson Hall 145

Resumes:

Your resume is your marketing tool, and it often determines if you will earn an interview.

The strength of a good resume rests on its selection and presentation of basic content. You should edit, tweak, and change your resume for every application. As you create your resume, keep in mind the following questions:

1. Is the purpose of the resume clear?
2. Are the needs of the employer, scholarship application, or leadership opportunity addressed?
3. Are the necessary skills or experiences noted in appropriate sections?

Must-Have Content Areas:

1. Contact Information
2. Objective
3. Education
4. Work Experience
5. Volunteer Experience
6. Skills
7. Activities, Honors, and Leadership

Contact Information:

- Located at the top of the page.
- Your name should be the largest words on the page in bold or larger font, no larger than size 18.
- Do not put your physical address. This is for privacy reasons. Only put your city, state.

- List your email and list your phone number. Do not label numbers with “Cell Phone” or “Home Phone.”
- You may include your LinkedIn or a professional website/portfolio. Just be sure they are updated.

Objective:

This section informs employers of what you offer and sets the tone for your resume. It should be brief, clear, and tailored to the job.

- Keep it to no more than 4 lines.
- Begin with a power/action word.
- Do not use cliché statements like: “Looking for a position where I can grow my skills.”
- Do not put a job title like “Accounting Manager.” That will be in your cover letter.
- Tailor your summary using keywords from the job description.
- Consider bulleting a few skills from the job description.

Sample headings for this content area that you might consider including on your resume: Objective, Professional Summary, Summary of Qualifications, or Career Profile.

Education:

In this section, you should include:

- The full title of your degree. For example: “Bachelor of Science in Psychology”
- University name. This should be spelled out, not abbreviated.
- Expected graduation date.
- Minors/certifications.
- Your GPA if you have a 3.5 or higher.
- Once you earn an NWOSU GPA, remove your high school information.
- Any internship information should be mentioned in this section.

Formatting the Education Section:

- List the name of the institution; this should not be bold.

- List your degree (BOLDED).
- If you have multiple degrees, list your highest degree first.
- This section should be at the top only if you graduated in the last 12 months; otherwise place it under Experience.

Sample headings for this content area that you might consider including on your resume: Education, Education/Certificates, Education/Training

Experience (Work and Volunteer):

Many students have limited work experience but have participated in internships, community service, and other volunteer opportunities. Employers value these experiences because they help demonstrate your skills. Use clear, strong action verbs to describe your achievements. Avoid vague claims like “team player,” “results-oriented,” or “hard worker.” Also avoid switching verb tenses within the same job description; this is a common résumé red flag. List relevant work experience in reverse chronological order.

Examples of Strong Action Verbs:

Leadership Verbs:

- **Organized** a guest lecture series featuring 40+ researchers by recruiting speakers, managing logistics, and moderating discussions, resulting in increased attendance and cross-department collaboration.
- **Coordinated** multi-platform media campaigns by aligning messaging across social channels, tracking engagement metrics, and adjusting strategy to maximize audience reach.
- **Led** 20+ international design projects by setting timelines, mentoring team members, and coordinating with global stakeholders to deliver high-quality outcomes on schedule.

Communication Verbs:

- **Presented** detailed financial reports to the CEO by translating complex data into clear insights to support executive-level decision-making.

- **Collaborated** with cross-functional business teams to streamline processes, gathering stakeholder input and communicating solutions that improved operational efficiency.
- **Directed** a \$50M technology implementation by communicating project goals, aligning teams, and providing regular progress updates to senior leadership.

Technical Verbs:

- Launched a national paging network.
- Built revenue models projecting \$12M income.
- Installed Mac systems and trained new employees.

Organizational Verbs:

- **Reduced** testing time by 30% through automation by identifying bottlenecks, implementing tools, and standardizing workflows.
- **Monitored** a \$1B IT budget by tracking expenditures, forecasting costs, and ensuring compliance with financial controls.
- **Prepared** sales performance reports by compiling data, analyzing trends, and delivering actionable insights to support strategic planning.

Sample headings for this content area that you might consider including on your resume:

Professional Experience, Work Experience, Related Experience, Other Experience, Volunteer Experience, Community Involvement, or Campus Leadership Activities

Skills:

Listing your skills is a way to quickly communicate your ability to succeed in the role.

Include a combination of hard skills, which are abilities you learn through education and experience like software programs or foreign languages, and soft-skills, which are personality traits and skills you can apply to any job like problem-solving and time-management. Be sure to review the job description to identify the skills and behaviors needed to be successful. You should use keywords from the job description on your resume.

Ten Examples of skills to add to your resume:

L.A.S.S.O.: Leadership, Academic Success, and Superior Outcomes

1. Active listening skills - the ability to focus completely on the person you are communicating with.
2. Communication skills - abilities you use when giving and receiving various kinds of information.
3. Computer skills - involve the ability to learn and operate various technologies.
4. Customer Service skills - traits and practices that help you address customers need to create a positive experience.
5. Interpersonal skills - important to work efficiently with others, solve problems and lead projects and teams.
6. Leadership skills - require you to motivate others to complete tasks and reach milestones - often according to a schedule.
7. Management skills - qualities that help you govern both tasks and people.
Organized empathetic and communicate clearly to support a team.
8. Problem solving skills - enable you to determine the root of a problem and quickly find an effective solution for all parties involved.
9. Time Management skills - allow you to complete tasks and projects before deadlines while also maintaining a work-life balance.
10. Transferable skills - qualities that are useful to any employer as you change jobs or even careers.
11. Other important skills to mention are degree of proficiency in modern languages, and any certifications regarding training and knowledge of properly using AI.

Sample headings for this content area that you might consider including on your resume:
Skills, Areas of Expertise, Competencies and Qualifications, Strengths

Activities, Honors, and Leadership:

This section should highlight additional activities that support your professional qualifications. These experiences will help demonstrate what makes you stand out from other candidates.

Sample headings for this content area that you might consider including on your resume: Licenses, Certifications, Achievements, Honors, Awards, Professional, Affiliations, Memberships, Conferences, Presentations, Professional Organizations, Additional Training, Leadership Experience, Sales Experience, Lab/Research Experience, Teaching Experience, Publications, Research Interests, Academic Projects

Resume Tips:

Potential employers spend less than 10 seconds looking at a resume. The easier the resume is to read, the better you can hold their attention. Choose a resume template that is easy to scan and allows you to display the qualifications that are most relevant to the job post.

Formatting Tips:

- Write in third person and avoid personal pronouns such as “I, me, my.”
- Choose easy-to-read fonts. Common accessible options include Arial, Calibri, or other clean sans-serif fonts. Avoid serif fonts such as Times New Roman because they may reduce readability in some ATS systems.
- Use a 10–12-point font for the main text. Use slightly larger font sizes for your name and section headers.
- Align dates on the far-right side of the page for consistency.
- Justify text on both the left and right to create a clean, professional look.
- Use narrow margins if you need extra space but maintain enough white space for readability.
- List headings in order of importance (for example: Education, Experience, Skills).
- Choose a template that converts correctly to PDF without shifting text or formatting.
- Keep the length appropriate. One page for beginners. Up to two pages for students with significant job or internship experience.
- Make the layout clear and easy to follow. Use consistent spacing, simple section headers, and logical organization.
- Keep your resume up to date. Resumes posted in online databases appear more often in employer searches when recently updated.
- Save your resume in multiple formats, such as .docx, .pdf, and .txt.
- PDF files open easily across devices.
- .docx files may not open for all employers or systems.

- Create a standard version first, then make a separate electronic/ATS version for online systems.
- Remove all graphics, images, and special formatting.
- Avoid bold, italics, tabs, columns, tables, text boxes, or decorative elements.
- Add relevant keywords in the Objective or Skills section to help your resume appear in database searches.

Do Not Include:

1. A list of references: You do not even need to put “references available upon request” — hiring managers will ask for this in the hiring process, and it is considered very out of date.
2. A picture. Including a photo of yourself makes you look unprofessional and could introduce unconscious bias.
3. Age or sex. Keep it professional. It is a resume, not a Tinder profile
4. Difficult to read fonts like cursive, or thin fonts. They are hard to read
5. A narrative style that uses personal pronouns like “I,” and “me.”
6. Lines starting with dates. Dates should be right justified
7. Abbreviations. For example, a “B.S. degree” looks strange, write out “Bachelor of Science.”
8. An elaborate template with too many colors. Be careful when using Canva to create your resume. It is difficult to frequently update documents on this program.

Electronic Resumes and Applicant Tracking Systems (ATS)

Electronic resumes are typically submitted in two ways:

1. Uploading your resume to a website, database, talent bank, or social media site.
2. Emailing your resume as an attachment.

What Is an Applicant Tracking System?

An Applicant Tracking System is software that collects, scans, and ranks resumes based on how well they match the job description. Most large employers use ATS.

- Use a Simple Format
- Avoid templates, text boxes, images, columns, or tables. ATS systems cannot read them well.
- Your resume should be easy for ATS to scan and visually clean for human reviewers.
- If you use color, keep it minimal and only as a small accent.
- Tailor Your Resume. Use the same keywords found in the job description.
- Aim to match at least 80% of the job requirements.
- Use Standard Headers. Stick with traditional section titles: Work Experience, Education, Skills, etc.
- To improve searchability, spell out terms fully and include acronyms. For example, “Customer Relationship Management (CRM).”

Resume Template Example:

ROWDY RANGER

580-555-5555
Rowdyranger@gmail.com
Alva, Oklahoma

SUMMARY

List at least 3-5 qualifications that are tailored to the job description or industry in which you're applying. **Example:** Motivated student at Northwestern Oklahoma State University seeking an opportunity in [your field or position] to apply strong [skills/strengths] and contribute to organizational goals.

EDUCATION

Bachelor of Science in Psychology

August 2025 - Present

Northwestern Oklahoma State University

Minor: English

GPA: 3.8

Expected Graduation Date: May 2028

EXPERIENCE

Job Title | Company Name

August 2023 - Present

- Describe accomplishments and responsibilities using strong action verbs.
- Focus on outcomes and measurable results when possible.
- Example: Improved workflow accuracy by 15% through detailed data entry and quality checks.

SKILLS

(List about 8-12 skills that are relevant to the job you are applying for. Make sure you use a mix of both hard skills and soft skills.

Hard Skills: Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides), Typing and Data Entry, Email Management.

Soft Skills: Communication (written and verbal), Teamwork, Time Management, Discernment

ACCOMPLISHMENTS AND HONORS

President's Honor Roll — Northwestern Oklahoma State University

2024-2025

Member, Psychology Club

2025

Scholarship Recipient: The James and Mary Ellis Psychology Scholarship

2025

Reference Page Example:

Use the heading from your resume for your contact information:

ROWDY RANGER

580-555-5555
Rowdyranger@gmail.com
Alva, Oklahoma

Name of Reference:

Position Company:

Business Phone + Extension or Cell Phone:

E-Mail Address:

Name of Reference:

Position Company:

Business Phone + Extension or Cell Phone:

E-Mail Address:

Name of Reference:

Position Company:

Business Phone + Extension or Cell Phone:

E-Mail Address:

Cover Letters:

A cover letter is a one-page document you submit with your resume. It is a supplement to your resume, a movie trailer if you will, to your resume. You do not want to just repeat your resume information on your cover letter. A well-written cover letter will supplement your resume by focusing on why you are a well-qualified candidate for the job. Many employers require cover letters as part of the job application process. However, even when an employer does not explicitly ask for a cover letter, you should send one. Employers and hiring managers will determine if they read your resume based on your cover letter.

Cover Letter Structure:

1. Contact Details
2. Introduction Paragraph
 - a. Personal information
 - b. What job you are applying for
 - c. Where you are applying
 - d. Why you are applying
3. The Body of Your Cover Letter
 - a. Story behind your achievements
 - b. Talk about how you will benefit the company
4. Conclusion
 - a. Mention your availability
 - b. Thank the reader and conclude with a request to meet in person

Cover Letter Example:

Use the heading from your resume for your contact information:

ROWDY RANGER

580-555-5555
Rowdyranger@gmail.com
Alva, Oklahoma

Mr./Ms. Name

Title Company

Street Address City, State, Zip Code

Dear Mr./Ms. Name:

The first paragraph is your introduction and should be three to four sentences long. Name the position for which you are applying and indicate how you learned of the opening. State briefly why you are interested in the organization or what you know about the organization. Try to get the reader's attention. You might mention a name or refer to an article, event, or experience that led you to make this contact.

The body of your letter should be one or two paragraphs in length. This is an opportunity to outline your qualifications and skills as they relate to the job. However, do not repeat all the information on your resume. Select one or two of your most important qualifications for the position, and elaborate on the information, slanting your remarks to the employer's point of view. Give concise evidence of your functional skills and of the qualities you possess. When responding to a job announcement, include the requirements listed in the announcement to facilitate the task of matching you to the job. Refer the reader to your enclosed resume.

The final paragraph is your closing. Make a specific request for an interview. Make sure your closing is not vague but makes a specific action from the reader likely. Thank the reader for taking the time to read your letter.

Sincerely yours,

(Your signature)

Your typewritten name

Enclosure: Resume