



# On-Campus Resume Template and Tips

**Please use the guidelines provided here to craft your on-campus resume.** You will find specific guidelines and tips for each section of your resume below and the Kelley On-Campus Resume template on the following page. Please use this template as you create your Kelley resume.

## Margins/Fonts

- Font styles = Arial or Times New Roman
- Font size = 14 point header; 11 or 12 point in the body
- Margins = 1"; 0.75" all remaining
- Sections, in order are: Contact Information, Education, Experience, Additional

## Contact Information

- List your name, address, telephone numbers, email addresses and website (if applicable) at the top center of the resume.
- If your name is difficult to pronounce, include its phonetic spelling.

## Education Section

- List in bold font each university or college attended, beginning with the most recent.
- List your GPA (if 3.7 or above), your GMAT (if 700 or above), and any honors or other recognition, such as fellowships and scholarships, Dean's List, and Honor Society.
- Note activities that demonstrate leadership and initiative, such as academy and club memberships.

## Experience Section

- Include the name of the organization(s) (in bold font), its city and state (regular font) and dates employed (regular font and right justified).
- On a separate line, list your title (in italics).
- If you've held more than one position at a single firm, include dates for each.
- Most importantly, highlight your skills and accomplishments that will be useful to a new employer, using bulleted items beginning with an action verb and following the Context/Action/Result format. For example:
  - Generated loans up to \$300,000, exceeding company average by 50%
  - Implemented resume scanning and database for candidate contacts, reducing customer response time by 25%
  - Increased territory volume by 31%, while successfully introducing five new products

## Additional Section

- Include knowledge of foreign languages, community service, awards and publications.
- Include any other activities and accomplishments that demonstrate your abilities as a leader and risk-taker.
- Avoid personal information such as marital status, height, and weight.

**EMILY STUDENT**  
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Bloomington, IN 47401  
(812) 333-1111  
[estud@indiana.edu](mailto:estud@indiana.edu)

## **EDUCATION**

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**Kelley School of Business, Indiana University**, Bloomington, IN May 2xxx  
*Master of Business Administration*, major in Finance, GMAT: 700

- Faculty selected member Corporate Finance Academy
- Forté Foundation Scholar; Chair, Scholar/Employer Relations Committee, Forté Foundation
- Fellowship Recipient, Consortium for Graduate Study in Management
- Vice President, Kelley Association of Women MBAs, elected by 81 members

**Texas A&M University**, College Station, TX June 2xxx  
*Bachelor of Science, cum laude*, concentration Mechanical Engineering  
*Bachelor of Arts, cum laude*, concentration Japanese

- Executive board member/four-year officer, Beta Beta Beta social sorority
- Student President, Habitat for Humanity TAMU Chapter
- Peer elected Vice President, La Casa Student Outreach Center

## **EXPERIENCE**

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**Toyota Motor Corporation, Metal Fabricating Division**, Georgetown, KY June 2xxx – August 2xxx  
*Senior Manufacturing Engineer*, Georgetown, KY 8/xx-8/xx

- Identified and implemented best manufacturing practices throughout 5 stamping plants across Toyota's North American Operations (NAO).
- Formulated goals, as a member of the NAO Planned Maintenance Strategies Board, to reduce cost and better utilize maintenance manpower.
- Accelerated completion of maintenance goals through the use of predictive technology for cost savings of \$5.7M.
- Led team that reduced costs and improved efficiency by 20% as indicated in the Harbour Manufacturing Report through implementing common manufacturing systems.

*Technical Support Supervisor*, Georgetown, KY 1/xx-8/xx

- Developed and implemented action plans to improve the efficiency of production processes and the safety of the skilled tradesmen. Achieved 5% reduction in scrap and improved throughput by 11%.
- Created a rational training process for skilled tradesmen, which incorporated the use of information technology to increase efficiency and reduce indirect labor costs.

*Utilities and Environmental Engineer*, Georgetown, KY 6/xx-1/xx

- Provided guidance on all environmental issues and utilities.
- Maintained and upgraded all communication equipment (radios, pagers, broadband) for the plant.

## **ADDITIONAL**

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- Fluent in Japanese & Spanish
- Marathon runner (15 marathons to date); qualified for Boston Marathon in 2xxx
- Traveled extensively in 51 countries
- Big Sister, Big Brothers & Big Sisters of Brazos County