

RESUME TIPS

OVERVIEW: Employers spend an average of 10 seconds looking at a resume

- Text should not be smaller than 11 in Times New Roman
- List your experience in reverse chronological order
- Bold draws attention while italics can be difficult to read
- Stress skills and accomplishments, not simply duties
- Use the correct tense for past/present activities
- Proofread for misspelled words and grammatical errors
- One page of relevant information for undergrad level
- Avoid text boxes, tables, and Microsoft Office templates
- Choose headers to highlight your individual strengths
- Begin sentences with strong action verbs
- Avoid personal pronouns (I, me, my)
- Always include a cover letter when submitting a resume
- Customize your resume each and every time you apply
- Quantify when you can (ex. recruited 10 students)

HEADING

- List name, city and state (optional full address), phone (include area code), email address, and homepage or online portfolio link (optional).
- Make sure to use the same heading for your resume, cover letter, and references.

PROFESSIONAL SKILLS PROFILE

- A professional skills profile is comprised of bullet points that provide your most relevant skills as related to the job description.
- Target your entire resume toward the specific job by reflecting the language used in the job description.
- Your professional skills profile is tailored to the position, organization, and industry of interest.
- This section of your resume will be different each time you apply to a position.
- Everything in your professional skills profile will be proven later in the resume. If one of these bullets reads “Present to groups of 50+”, later in your resume the reader should see an experience in which that skill is/was utilized.
- Periods are not required. If you choose to use them, be consistent throughout the document.

EDUCATION

- Bold Official Degree Title and Major, Name of School, City & State, Anticipated Graduation Date, Minor, and Specialization.
- You may include international study experience or create a separate “International Experience” section.
- Start with most recent degree awarded and work backwards - all sections should be in reverse chronological order.
- Only list collegiate experiences in which a degree was awarded- if you transferred, only list previous schools if you received an associate’s degree or certificate.
- GPA is optional. Consider only including a 3.5 or higher, which can either be a cumulative GPA, major GPA, or both.
- Before graduating, a GPA can be used. After graduating, list the honors you graduated with in the proper format (magna cum laude).
- Include any relevant coursework (specific to your career objective) or training (i.e. laboratory techniques, computer skills). This may also be placed in your Professional Skills Profile above.

EXPERIENCE

- Each entry should begin with Job Title in Bold, Name of Employer/Company, City & State, and Dates Employed.
- Highlight/Bullet developed skills, achievements and accomplishments, or quantifiable results. Begin with action verbs!
- Share your most recent experience first, then work backwards. This can be in one section or divided based on relevancy.
- Focus on skills (communication, analysis, teamwork, research, leadership, management) and accomplishments—not tasks!

COMMUNITY SERVICE

- Emphasize any significant activities you participate in outside of work (community service and/or volunteer work and leadership experience). Quantify what you do, hours involved, individuals impacted, and show an employer more about your character and ability.
- List activities that demonstrate leadership experience, initiative, communication skills, and perseverance.

HONORS AND AWARDS: Optional

- If award or organization is well known, listing honors/ awards may be sufficient; if not, write out identifying information/qualifications.

LANGUAGES: May also be under Professional Skills Profile or Education

- If you include languages (either under “skills” or “languages” sections), be sure to accurately represent skill level: Basic ability – completed beginner coursework in language. Literate – can read and write language. Conversational – can speak language. Proficient – can read write and speak understandably. Fluent - can read, write and speak with similar skill to native speaker.

ADDITIONAL TIPS

- Create a separate reference page that includes each person’s name, title, company, company address, email, and phone number. You DO NOT need to state “references available upon request.”
- In some industries, certifications and licenses are extremely important. If applicable, add a certification and license section including the license name, accrediting body, and anticipated or received date.
- The more conservative the organization, the less likely that the use of color will be welcomed.