



## RESUME 101

### 1. Formatting

- Keep it **CONCISE**
  - Limit your resume to one page
  - Use 'Page Setup' to adjust margins to create more space (no smaller than 0.5")
- Keep it **SIMPLE**
  - Use standard fonts like Times Roman, Verdana, and Arial – no italics
  - Avoid using graphics or other images
  - Make sure your font is not too small, a size of 10 to 12
- Be **CONSISTENT**
  - Keep dates and location in the same format and lined up throughout your resume

### 2. Structure

- Keep it **FOCUSED**
  - Target your resume for the position you are interested in
  - Consider the reader: What will the employer need to know?
- Use **BULLETS** to ease readability
  - Do not write in sentence or paragraph format
  - Make sure all bullets are lined up
- Your order should be **REVERSE-CHRONOLOGICAL**
  - List most recent education and experiences first
  - If multiple activities have the same dates place the most relevant first
- The reader's eye will automatically drift to the **LEFT** of the page
  - Put the most important information here (i.e. organization and position)
  - Dates and locations are less important and therefore are best placed on the right

### 3. Content

- Use **Action Verbs** to detail your experiences [see our Action Verbs Handout]
- Keep the language **active and concise**
  - Minimize articles/conjunctions ("the" & "and")
  - No periods at the end of bullets
- Use **accomplishments** not just job duties/descriptions
  - Use active verbs to describe your role in each position rather than listing tasks
  - Separate various themes into separate bullet points
  - Use STAR(s) method to write your bullets
- **Quantify**
  - Whenever possible quantify your experience—it helps the reader understand the magnitude of your position
    - i.e. "Successfully managed a team of 30 students to produce 5 events"

## 4. Sections of the Resume

### Your Name and Contact Information

- Bold your name and place at the top of the resume (centered works best)
- Include your mailing address, email address and phone number

### Profile vs. Objective [optional, but recommended]

- *Profile:*
  - This is an introductory section used to briefly highlight your qualifications
  - Bullet points 3-5 short action statements
  - i.e. "Enthusiastic self-starter with experience in student leadership"
- *Objective:*
  - This is a short statement identifying your objective as an applicant
  - i.e. "To support management in an administrative role where my clerical, customer service and organizational skills will be of value."

### Education

- List your most recent educational experience first
- Include University Name, Location and Dates, Degree and Major
- If you have a minor, emphasis, thesis or area of focus list this as well
- If space allows list coursework relevant to the position of interest
- If your GPA is above 3.2 include this (*optional*, unless requested)
- Study abroad should be listed as a separate educational experience
- High School is not necessary (especially for upperclassmen)

### Experience

- List your most recent work or volunteer experience first
- Include the name of the organization, location, dates and your position
- Include your accomplishments and activities related to each position written as bullet points

### Skills \*\*

- List computer skills, technical skills, language skills or other skills as they relate to your position of interest

### Activities/Awards \*\*

- List your most recent student activities and awards first
- Include titles and dates

\*\* Include this when relevant to the position and if space allows

## 5. Finalize

- Have another person read over your resume
  - A friend, faculty member, TA, or the **Career Center!**
- Make sure to **PROOFREAD, PROOFREAD, PROOFREAD**
  - Continually edit and proofread your resume to avoid errors or misspelled words
  - Don't allow your hard work to be overshadowed by an editing mistake
- Use our "**Before you Send**" **Checklist**