

THINGS TO NOTE ABOUT RESUMES

- KEEP A MASTER RESUME WITH ALL YOUR ACTIVITIES/ACCOMPLISHMENTS→ THIS CAN BE AS LONG AS YOU WANT
- WHEN YOU SEND IN A RESUME, CHOOSE WHICH ACTIVITIES ARE MOST RELEVANT TO THAT JOB→ THIS CAN ONLY BE **ONE PAGE** LONG
- A GOOD RULE OF THUMB IS THAT, IF YOU NEED MORE, YOU CAN MAKE THE FONT **NO SMALLER THAN 10 POINT** FONT AND THE MARGINS SHOULD BE **NO SMALLER THAN .5-.75 INCHES**
- THE ITEMS **HIGHLIGHTED IN YELLOW** ON THE FOLLOWING ARE CONSIDERED MORE OPTIONAL THAN OTHERS; KEEP IF YOU WANT/HAVE SPACE BUT IT'S NOT ESSENTIAL TO HAVE ALL OF THEM
- THIS FILE IS A WORD DOCUMENT FOR SIMPLICITY BUT WHEN YOU SEND SOMEONE YOUR RESUME, IT SHOULD **ALWAYS BE IN PDF FORMAT**.
- THERE ARE **MANY** DIFFERENT WAYS TO FORMAT YOUR RESUME AND THE FOLLOWING IS MERELY A SUGGESTION. IF YOU KNOW THAT A CERTAIN INDUSTRY FORMATS THEIR RESUMES DIFFERENTLY, EITHER CONTACT SOMEONE IN THAT INDUSTRY FOR ADVICE OR SPEAK TO SOMEONE AT THE CAREER CENTER.
- TRY TO HAVE 2-3 BULLET POINTS FOR EACH OF THE ACTIVITIES/JOBS/EXPERIENCES YOU HAVE; THEY SHOULD DESCRIBE WHAT YOU **DID**, NOT WHAT YOUR RESPONSIBILITIES WERE (EX. SAY THAT YOU CONTACTED CONSUMERS TO LEARN ABOUT THEIR OPINIONS ON HEALTHCARE AS OPPOSED TO SAYING THAT YOU WERE A HEALTHCARE INTERN). TO USE AS MANY STATISTICS AS POSSIBLE (GENERATE \$3000 FOR RESEARCH ABOUT AUTISM...)
- YOU SHOULD TAILOR EACH OF YOUR RESUMES TO THE JOB YOU ARE APPLYING FOR BY LOOKING AT THE JOB DESCRIPTION, AND THEN USING THE PHRASES FOUND IN THAT JOB DESCRIPTION (EX. PROFICIENCY IN DATA ANALYSIS SOFTWARE) THROUGHOUT YOUR RESUME WHEN APPLICABLE.

YOUR NAME

Your Address

Your phone # | your duke email

EDUCATION

Duke University, Durham, NC

Expected

Graduation: Month, Year

Degree (expected or obtained)

GPA: your GPA/4.00 (optional)
your job/activity)

Relevant Coursework: (insert classes that are relevant to

Name of High School, City, State

Month, Year- Month, Year

GPA: SAT/ACT Scores

WORK EXPERIENCE

Name of Company, Position

Month, Year- Month, Year

- Generated \$30,000 for the purpose of xxxxx by doing yyyyyy
- Initiated a program that xxxxxx

Name of Company, Position

Month, Year- Month, Year

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LEADERSHIP & EXTRACURRICULAR

Business Oriented Women, General Member

Month, Year-Month, Year

- Selected through a competitive application and interview process to be a member of Duke's premier women's pre-professional organization
- Participate in skill-building workshops, networking events with industry professionals and guest speaker lectures

Activity, Position

Month, Year-Month, Year

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AWARDS, SKILLS, INTERESTS

- Computer Skills: Python, Excel, etc
- Language Skills: Japanese (advanced proficiency)

- Interests:
- Awards: