**Additional Resume Guidelines**

* Font selection
  + Use a consistent and easy-to-read font (such as Arial, Cambria, or Calibri).
  + Font size should also be easy to read (10 to 11 points). Your name may be larger than 11 points.
* Page margins may be as small as .5” and as large as 1”.
* If you have under 10 years of experience, your resume should be one page. If 10+ years of experience, your resume can be one or two pages.
* Formatting locations
  + Within the United States: City, State | **Example:** Miami, FL
  + Outside of the United States: City, Country | **Example:** London, England
* Organizing the sections of your resume:
  + Your name and contact information will always appear first on your resume.
  + If including a Professional Summary, this section will always appear second.
  + Depending on your level of experience and career goal, education will appear third when you want to highlight your current education.
* Content within each section (Education, Projects, Professional Experience, etc.) should be listed in reverse chronological order, from most recent to least recent.
* Use past tense verbs to represent previous projects and experience. Use active or present tense verbs for current/ongoing projects/experience.
* Avoid first-person pronouns (*I*, *me*, and *my*).
* Avoid including “References available upon request” on your document. The employer knows they are available.

**CONTACT INFORMATION**

This section should include:

* First and last name. If you have a preferred name, include it in parentheses between your first and last name. **Example:** Michael (Mike) Thomas | **Example:** Xi (Scarlet) Yang
* Email address should be professional and include some form of your name; avoid using Yahoo and AOL.
* For phone number, use the best contact number.
* Include your customized LinkedIn URL.
* Link to personal website is optional to include, but recommended if you have a personal website.

**PROFESSIONAL SUMMARY**

A Professional Summary or Summary of Qualifications essentially responds to the question *Why should we hire you?* It helps the employer understand your key strengths and may provide an explanation or bridge between your experience and the role to which you are applying (recommended 3–5 sentences).

A strong summary may include a combination of some of the following criteria:

* Relevant professional or project achievements, especially achievements that can be quantified
* Skills or technical proficiencies that are relevant to the job role

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**EDUCATION**

If you are early in your career or making a career pivot, then Education may appear as one of the top sections on your resume. The program in which you’re currently enrolled should be included first. You may include *selected coursework* or *highlighted coursework* within this section as well with 3–5 relevant courses.

Also include any additional education information in this section, such as your undergraduate degree.

**Name of Institution** Location

Coursework toward Title of Degree Duration Enrolled (Month Year–Month Year)

**SKILLS & CERTIFICATIONS**

Employers recruiting candidates for technical positions will want to review a Skills section.

* Include technical skills in which you are proficient.
* If you are not proficient in a skill but wish to include it, ensure you qualify your proficiency level. **Example:** WordPress (beginner)

**PROJECT EXPERIENCE**

When adding a project to a resume, include:

* Title of the project
* What the project is (curricular or independent)
* When the project occurred
* Strong bullet points that denote the action you took, the skills utilized, and the associated outcome, impact, or result
  + Use past tense verbs for projects that you have already completed.
  + Use present tense verbs for projects on which you are presently working.
  + Bullet points may be up to two lines in length.

**PROFESSIONAL EXPERIENCE**

Select the strongest achievements from your previous experience, especially achievements that showcase translatable skills.

When adding an employment entry to a resume, include:

* Name of employer
* Location
* Dates of employment
* 1–2 sentences summarizing your position.
* Strong bullet points that denote the action you took, the skills utilized, and the associated outcome, impact, or result
  + Use past tense verbs for previous job roles.
  + Use present tense verbs for a current position.
  + Bullet points may be up to two lines in length.

**ADDITIONAL EXPERIENCE SECTIONS**

* **VOLUNTEER EXPERIENCE:** Include recent volunteer experience that exemplifies relevant or transferable skills.
* **AWARDS:** Include any significant awards or professional accolades.
* **CONFERENCES:** Include conferences where you presented and/or your work was highlighted.
* **PATENTS:** Include any active or pending patents.
* **PUBLICATIONS:** Include published work or work for which you have a near-term publication date.