



Career Advising @ ACM

Resume Tips

1. This [Resume Guide](#) from the Career Center is very helpful. You can find general tips and resume templates/samples here. Make sure you read it carefully to have a general idea of how to construct your resume.

2. Keep your resume within **1 PAGE**. If you feel you have too many things to put on your resume and cannot fit them into 1 page:

- a. Feel free to delete everything you did in high school
- b. Use a smaller font size and narrow the margins
- c. Make use of all the space within the margins! A lot of resumes we saw had large expanses of black space and encompasses 3-4 pages
- d. Delete the things you think are too trivial
- e. Delete the things unrelated to COS, BUT keep your leadership positions/experiences (e.g. athletic team Captain, choir leader, etc.)

3. If your resume is for Software Engineer and Project Manager positions, you could use the resume structure at **Page 10** (Industry-Focused Resume) of the Resume Guide above.

Remember:

- a. If you are a First Year or a Sophomore and have taken COS 226:
Please put “**Algorithms and Data Structures**” (COS 226) as the first course of your Relevant Courses section under Education. Recruiters may consider this course as a hard requirement when moving you to the next round.
- b. When ranking and listing your technical skills, put your most proficient skills in the front. Also, don't put anything on your resume that you aren't comfortable discussing in an interview! If it's helpful, you can use qualifiers like “proficient, fluent, intermediate, have experience in” to distinguish your level of comfort with different skills
- c. When describing a project/internship, use measurable details and list out some tools/languages you have used -- think “[accomplished X, as measured by Y, by doing Z](#)” and emphasize impact first using [active verbs](#)
- d. What attracts recruiters' eyes the most is an internship at a big name company. If you have this, put it just below the Education section. If you don't, no worries; spend your effort trying to find the best way to describe your projects in a meaningful way.