Resume DOs & DON'Ts

1 **Name**

career@ecs.csus.edu (will this email be in affect when you leavecampus?)
(916)123-4567 (is this a permanent number?)

2 **OBJECTIVE**
What is your goal? (To obtain an internship/career, no more than 2 sentences)

3 **EDUCATION**

Bachelor of Science, Major	Expected May 20??
Minor (if applicable)	G.P.A. (if < 3.00)
California State University, Sacramento	

Associates of Science, Major	Awarded Fall 2016
Name of College (only list degrees awarded, no need to list the CC if you only took prerequisite courses)	

Relevant Course work (list courses relevant to the job description – usually electives, or upper division CSC courses)

4 **KNOWLEDGE AND SKILLS**

- List computer programs and languages you know (AutoCAD, SolidWorks, C++, Java) start with the strongest
- These can come from classes or individually learned
- List communication, organizational and leadership skills (customer service, time management, conflict resolution, team player, adaptive)

5 **PROJECT or LAB EXPERIENCE**

Project 1	January 20xx – Present
Short summary of project (If you are doing your senior project it must be listed first)	

Project 2	September – December 20xx
Short summary of project	

6 **PROFESSIONAL or WORK EXPERIENCE**

Company name, position, City/State	Date start – present
• Short summary or bullet points of important tasks/duties	

Company name, position, City/State	Start Date – End Date
• Short summary or bullet points of important tasks/duties	

Company name, position, City/State	Start Date – End Date
• Short summary or bullet points of important tasks/duties	

7 **CAMPUS INVOLVEMENT/PROFESSIONAL AFFILIATIONS/ACCOMPLISHMENTS/ACTIVITIES**

Name of club (Abbreviation), *Member/Officer*	Fall 2014 – Present
Accomplishment	Month/Year
Activity, participant	Month/Year

8

---

1 *DO* make sure your name is the most visible section of your resume. Emphasize it by increasing the size or using *bold* format. Your name should be followed by your phone number and email address. *DON'T* include your home address.

2 *DO* use an objective to let the employer know what you want to do. i.e., Are you looking for an internship or career position? *DON'T* use more than two or three sentences. Be brief and concise.

3 *DO* list your degree first along with your expected graduation date. *DO* make sure to list the name of the university correctly. *DON'T* list the schools you attended but did not receive a degree.

4 *DO* list technical and personal skills. *DON'T* over-use big words.

5 *DO* make sure to include one or two projects. Be specific in your roll if it was a group project. *DON'T* leave out the details. If the project included the use of software or specialized tools, be sure to include it.

6 *DO* include the name of the company, the position, and the dates. A brief description of your duties should also be included. *DON'T* include jobs that are more than five years old unless they are relevant to the position which you are applying.

7 *DO* list campus and community involvement.

8 *DO* watch your margins. All dates should be right side justified. *DO* use only one type of font. You may use different sizes, but *DON'T* exceed two. *DON'T* use more than two colors of ink.

For more information please visit:
career.ecs.csus.edu
(916) 278-6756
Santa Clara Hall 1204
Career@ecs.csus.edu