

## Resume Guidelines

### Resume Types

Decide the resume style you prefer to use, based on the message you want to convey to employers:

- *Chronological* – Highlight information starting with the most recent. Prioritize your sections so you start with the most important first!
- *Functional* – Highlight information in categories based on commonly grouped skills. This type is useful for those with gaps in experience or a wide variety in work history, but can demonstrate similar skills.

### Format

Keep the following rules of thumb in mind when preparing the resume:

- *Margins* – Top: 0.8" - 1"; Sides and Bottom: 0.5" - 1"
- *Font Size and Style* – 10-12; simple, readable fonts (e.g., Calibri, Arial, Times New Roman); single spaced
- *Balance* – white space and text space
- *Length* – Undergraduate level - 1 page; Graduate and Ph.D. - 2 pages; Education, Nursing and Medicine can have more than 1 page
- *Templates* – Refrain from using them! Use resume samples as a guide to create your own document, unique to your skills and qualifications
- *Order* – Heading, Objective (if included) and Education are listed first, in that order

### Content

The makeup of your document should be deliberate and powerful:

- *Prioritize* – Top two-thirds of the page receive priority when highlighting key categories and skills
- *Own the Order* – Highlight the most relevant categories first; Experience does not always have to follow Education

### Do Not Include

- Photographs, marital status, salary requirements, age, race, national origin, visa status or references

### Additional Sections

- Certifications of licensure
- Campus Involvement
- Honors, Awards, Scholarships
- Community Involvement
- Professional Affiliations
- Class or Design Projects
- Practicums
- Research
- Teaching Experiences
- Publications
- Presentations
- Notable Achievements