

RESUME GUIDE

CONTACT INFORMATION

- Name – Make it large so that your name stands out (16-18 font size)
- Your contact information should be smaller (10-12)
- Address – (include city, state, and zip code) State can be abbreviated but spell everything else
- Phone number – Provide only 1 telephone number where you can be reached
- Professional Sounding Email address – Preferably use an email address with a variation of your name

SUMMARY OF QUALIFICATIONS / CAREER SUMMARY

- Summary of Qualifications - 3-5 bullets that include skills, certifications/licenses, and accomplishments
- Career Summary - 1-3 lines about **unique** skills and experience related to the position

EDUCATION

- List degrees in reverse chronological order (most recent first)
- Spell out name of degrees (e.g. Bachelor of Science instead of BS)
- Include city and state after the institution name (there is no need to include zip code)
- Indicate if you have any honors/awards such as Deans List, Presidents List and GPA if it is above 3.5

EXPERIENCE

- List your experience beginning with the most recent (reverse chronological order)
- Organize your resume sections so the most relevant sections are at the top
- Include full-time and part-time jobs, paid/unpaid internships and volunteer work related to the job
- Resume should be written in second person without personal nouns of I, me and my
- Include city and state for each position and not the complete address
- Write the job duties/accomplishments using bullet points instead of writing them in paragraph form
- Begin each bullet with verbs in present tense for current jobs and past tense for ones you no longer hold
- Avoid passive phrases such as “responsible for”

ADDITIONAL CATEGORIES

You may include some of the following categories if applicable:

- Study Abroad Experience/International Experience
- Course Projects
- Community Service
- Certifications/Licenses
- Student Clubs/Leadership

GENERAL RESUME GUIDELINES

- A resume is not a complete job history, but a marketing tool - include items related to the position
- 1 page resume for current or recent graduates. Experienced professionals can use 2 pages maximum
- Your document should be well balanced with text and white space, pleasing to the eye and easy to read
- The body of text of your resume should use font sizes between 10 and 12
- It is not necessary to write “References available upon request”. Place references on a separate document
- Run a spell and grammar check. Proofread carefully. Have a Career Advisor review if you have questions

BEFORE YOU SEND YOUR RESUME TO AN EMPLOYER CHECK THAT YOU:

- Have used bullets, bolding, spacing, and lines to guide the reader and highlight important content
- Have targeted it to a specific career goal and not a one-size-fits all document
- Have used keywords and industry terms