TigerRecruitingLink
your LINK to jobs, interviews and employers

TRL RESUME MINIMUM REQUIREMENTS

To best market yourself for jobs, internships and interviews, your resume should effectively summarize your qualifications and experience. Please review the list below to see what minimum requirements have not been met for your resume to be approved on Tiger Recruiting Link (TRL). **If you still have questions, please utilize e-Resume, walk-in hours or an appointment to gain feedback on your resume.** Please note these are only minimum requirements, and an Auburn University Career Center staff person is happy to meet with you to further develop your resumes and cover letters.

Contact Information (clearly at the top of the page)
- Include your name, address, phone number, and e-mail address

Education
- High school information: Do not include after freshman year of college (Order: College before High School)
- List your most recent degree (if you have more than one) first (reverse chronological order)
- Spell out the name of the university (ex: Auburn University) and location (ex: Auburn, AL)
- Include your official degree title (ex: Bachelor of Arts) and your major and/or minor (ex: Political Science)
- Rather than dates attended, include the month and year of anticipated graduation (ex: May 2014)

Experience (for chronological resume formats)
- List present or most recent experience first (reverse chronological order)
- Indicate the name, city, and state of the employer or organization (address and phone are not needed)
- Include your job title and the starting and ending dates (Month/Year) for each item
- Use present tense verbs to describe present positions and past tense to describe previous positions
- Avoid using first person ("I") when describing experiences
- Avoid lengthy paragraph descriptions and instead use concise statements that begin with a bullet

Honors and Awards (if applicable)
- Specify the name of the honor or award and the month/year it was received
- If you only have one or two, these may be included in the Education section

Activities
- List the name of each organization (do not abbreviate), offices or leadership roles held, and dates of your involvement (Semester/Year)

Additional Information
- **Do not include the following items**: photograph, marital status, gender, ethnicity, religion, personal physical features, date of birth, or social security number
- **References**: Create a separate document for references
- Make sure the content in each section of your resume is listed in **reverse chronological order**

Layout and Design
- Use a font size for body text that is large enough to be easily read (minimum: 10 or 11 pt)
- Check to make sure your style and layout are consistent throughout the resume (i.e. same font style, standardized format for section headings, spacing and alignment)
- **For Grad Students**: If your resume is longer than 1 pg, put your name and page number at the top of subsequent pages
- **It is recommended that students and new grads keep their resume to 1 pg in length**