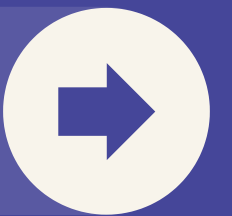


# How To: Resume



**Grammar**

**Punctuation**

**Consistency**

**Single Page!**

# THE BASICS

These can be surprisingly easy to forget,  
so keep them in mind!

## Personal Info

Have a professional email - usually,  
firstlast@whatever.com is good.

Don't include your address, but you  
can put your city.

Do include your phone number.  
Most will e-mail you, but some will  
call!



## Get Help

Have someone else review your resume  
A friend, a colleague, or hire someone.

## Step Away

The best way to edit and spot errors is to step away from it for a bit! When you come back you usually have fresh eyes!

## Read It Out Loud

Reading your resume out loud may feel weird, but it'll help you find things like strange phrasing or missing words.

# LEVEL 1

## Tailor It

Don't send the same resume to each company - at least not if it's a position you really want.

Use their listing and find where your experience matches what they want, use keywords!



# Experience

This is where you talk about what jobs you've had - whether it's paid, volunteer, an internship, or even an impressive class project!

# Education

Let them know what your degree is in and when you expect to graduate.  
If you've had multiple majors, include those!

# Honors and Achievements

Brag about yourself! Were you on a panel, are you on the dean's list?

# LEVEL 2

What actually goes in your resume?

# Skills

What can you do? Have you learned to use a specific program? What languages can you code? Are you a pro at social media?  
Tailor this to the job - if you're an artist they probably don't need to know how many words per minute you type.



# Quantify

Hiring managers love impressive numbers. Did you increase traffic by 80%? Did you plan an event for 50 people? Say so!

# Confidence

If you managed something or did something impressive, don't be shy! This is not the time to be humble.

# Consolidate

If you have several positions with similar skills, don't be redundant. Say it once wherever it's most relevant.

# LEVEL 3

What do you actually say?

# Inspiration

Look-up job descriptions from similar positions, use them as inspiration. Don't copy it exactly, but use keywords and phrases. This will also help you remember what you did!





# Boss Level

Don't take rejection personally!

It's okay for you to not be the right fit, or for someone else more qualified to get the job.

You'll apply to way more jobs than you'll hear back from - and that's normal!



# Cover Letter

This is where you plead your case.

Be professional and clear. The basics apply here too!

Not all applications require a cover letter, but if you're emailing your resume to someone, the body of your email should include one.

## Step 1

Express your enthusiasm to apply!

## Step 2

Discuss your current roll or what you're doing now.

## Step 3

Demonstrate passion for the position and why it matters to you.

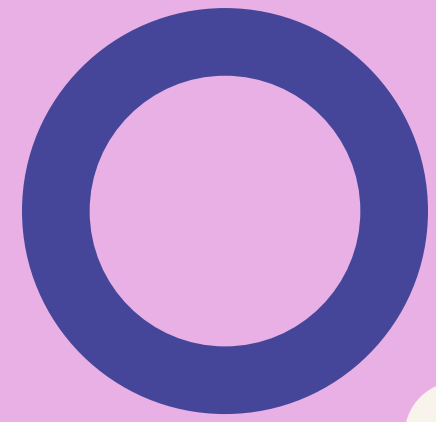
## Step 4

Explain how your experience would benefit the position.

## Final Step

Add flavor and personality beyond what your resume shows. You're a real person!





**QUESTIONS?**

