

RESUME WRITING

The Career Center recommends that you research what resumes in your discipline or industry should look like. There are no prescribed formats that work equally well for all employers. We recommend that you review the position description for the potential internship or full-time job and know what skills and competencies the employer is looking for. You may modify your resume depending on what information you need to include, for a specific industry.

Many employers use the resume to screen applicants so you want your resume to make a good first impression. How will your resume stand out among the thousands that are received daily by employers? Your resume must convince the employer that you have what it takes to do the job.

RESUME TYPE:

We recommend that you use the **Reverse Chronological Resume format**. This format is widely accepted by employers. Go to resources on the Career Center website and follow the example of a Reverse Chronological Resume format. This resume format reads well when submitted as a data file or scanned and searched by optical scanning systems.

TIPS FOR MAKING YOUR RESUME STAND OUT:

FORMATTING:

- Keep your resume to one page in length
- Make sure the information fills the page yet remains legible and uncrowded
- Emphasize headings using capital letters, underlining or bold
- Be sure to use bullets
- Proofread to make sure it is free of grammatical errors
- Keep spacing and formatting consistent
- List dates in reverse chronological order
- Use easy to read fonts (Ariel Narrow, Verdana, Garamond, Times Roman and Calibri are examples)
- Keep the font size to 10, 11 or 12 pt. for text and 12 or 14 for headings and your name. Do not go higher than 14 pt.
- Set margins to 1/2 inch or 1 inch
- DO NOT include pictures or graphics on your resume. There are exceptions for some creative majors based on industry requirements
- DO NOT include information such as your age, family history or other personal information on your resume
- Most employers do not want to see objectives on resumes; exceptions may occur in education or nursing or other specific career fields

Name/Address:

- Add your full name on the top line of the resume
- DO NOT PUT "RESUME" at the top of your resume
- Include your complete mailing address – some students prefer not to include the mailing address which is ok
- Make sure you include your telephone number with area code – be sure the caller will receive a professional message
- Include your e-mail address – make sure it is professional

EDUCATION:

- Put the full name of the university in bold
- List your major (no abbreviations)
- Include the month and year of graduation (do not say “estimated” date of graduation)
- DO NOT list dates of attendance (for example: from 2013 – 2017)
- Include your GPA
- List the highest degree first and then list other degrees earned

HONORS:

- List grants, honor societies, dean’s list, awards and scholarships

SKILLS:

- List skills that are relevant to the job that you are applying for
- Be sure to list relevant technical skills
- DO NOT INCLUDE vague generalities (ex: strong communication skills, excellent analytical skills)
- Include second language skills (fluent in Spanish, Conversant in French, etc.)
- DO NOT INCLUDE outdated or obsolete skills if the job does not require those skills (ex: FORTRAN)

RELEVANT COURSES: This heading is optional!

- Only include courses that are relevant to the job you are applying for
- List the full course name and do not list course numbers

EXPERIENCE:

- Always include the position title, company name, city, state and dates of employment
- Do not use paragraph format
- Use bullet points
- Use action verbs when describing your job experience and do not use “Responsible for” on your resume
- Be sure to use quantifiable descriptions when possible (ex: increased sales by 50%)
- Always focus job descriptions on your accomplishments

LEADERSHIP AND ACTIVITIES:

- DO NOT include organization names that are political affiliations, religious preferences, racial/ethnic background, etc.
- Be sure to highlight leadership positions and describe accomplishments using bullets
- Include the title of the organization and dates of participation
- Always include school and community activities

You may include additional categories such as Certifications, Licenses, Military Service, Professional Associations, Memberships, etc.