

Key Resume Tips

The Career Center recommends researching resume formats commonly used in your discipline or industry. There is no single format that works well for all applicants. Review the position description for your desired internship or full-time role to identify the skills and competencies employers are seeking. You may need to adjust your resume based on the information most relevant to a specific field.

Many employers use resumes as an initial screening tool, so it's important that yours makes a strong first impression. With thousands of applications received daily, your resume should clearly demonstrate why you are a competitive candidate. A well-crafted resume highlights your relevant skills, experiences, and accomplishments, and it must quickly convince employers that you have what it takes to succeed in the role.

Important Information

- **Length:** Keep your resume to one page, and no more than two pages.
- **Fonts:** Recommended fonts include Arial, Times New Roman, or Calibri.
- **Font Sizes:**
 - Name: 16–18 pt, bold
 - All other text: 10–12 pt, depending on space
 - Avoid using italics
- **Margins:** Use consistent margins of 0.5 inches or 1 inch on all sides.
- **Graphics:** Do not include photos, logos, or QR codes on your resume. Hyperlinks to online profiles, LinkedIn, or portfolios are acceptable.
- **Objectives:** Most employers prefer that you omit an objective statement; exceptions may apply in fields such as education or nursing.
- **Language:** Avoid vague generalities (e.g., *strong communication skills, excellent analytical skills*) and do not use phrases such as “responsible for.” Do not use personal pronouns (eg. I, me, my).
- **Additional Categories:** You may include optional sections such as Certifications, Licenses, Military Service, Professional Associations, and Memberships.
- **Personal Information:** Do not include information such as your age, family history or tother personal information on your resume.

GENERAL INFORMATION

Place your full name, address, phone number, and email address at the top and centered. This information is essential for employers to contact you. Make sure your voicemail is professional.

(Example)

Jane Doe

Janedoe@07@gmail.com

555 Career Center Road • Career, VA 00000 • (777) 777-7777

EDUCATION

List your education in reverse chronological order, starting with the most recent. Include the school's name in bold, major not abbreviated, GPA, and anticipated graduation date only the month and year. After you graduate, move this section to the end of your resume. Add any certifications or study-abroad experiences here as well.

(Example)

Hampton University Bachelor of Science in Business Management May 20XX
 Hampton, VA Minor: Leadership Studies
 GPA: 3.2

CERTIFICATIONS: Microsoft Excel Certifications

STUDY ABROAD: London Summer Internship

EXPERIENCE

Include your work, volunteer, and internship experience from the last seven years to keep your resume concise (1–2 pages). For each role, provide 3–4 bullet points describing your responsibilities, accomplishments, and skills gained.

(Example)

Tutor, Hampton University Department of Computer Engineering, Hampton, VA Fall 2016 – Present

- Selected by the department chair to tutor and mentor seven students enrolled in Computer Programming I & II (Introduction to Java)
- Increase the grades on students' programming assignments and tests due to tutoring twice a week

LEADERSHIP AND COMMUNITY SERVICE

This area reflects any experience from clubs, sports, projects or case study. For each experience include 2-4 bullets for details of duties and skills gained in your position. If room does not permit, no bullets are required.

(Example)

Association for Computing Machinery – Treasurer Spring 2015 – Present

- Organize events and activities to connect and advance computer science students

Maintain, collect funds, and fundraise for events and projects

AWARDS, HONORS AND SCHOLARSHIP

Include academic honors such as scholarships, Dean's List recognition, and other awards.

(Example)

Hampton University Presidential Scholar Fall 2016

ADDITIONAL INFORMATION

List computer skills, technical tools, and any additional languages along with your proficiency level.

(Example)

Computer Skills: Java programming, Microsoft Word, Excel, PowerPoint, Access

Language: French (Fluent)