

PURPOSE

The point of a resume is to give a quick snapshot of your experiences, accomplishments, and abilities to be evaluated by employers and recruiters. Oftentimes, your resume will be reviewed in no more than 30 seconds, so make sure to use your headings and format to draw attention to your most important experiences and accomplishments!

FORMAT

- Keep it to one page in length until you add enough relevant field experience.
- Spell out items such as street names and months. State abbreviations are OK.
- Use a font that is clear and easy to read. Font size should be 10-12 point.
- Utilize bold, italics, and all-caps to make headings and information stand out.
- Maintain information like dates and locations in a similar location throughout your resume. i.e. justified to the right.
- Manipulate margins to fit your document properly. Stay between 0.5" and 1.0".

USEFUL SECTIONS

Objective – An objective can be useful, but *only* when it is serving a unique purpose for your application materials. For example, if your resume contains experiences that do not directly support your career direction, then it is useful to state that you are in the midst of a career shift. It is also helpful to include an objective when attending a career fair because you may distribute one version of your resume to several companies who need to know specifically what you're in search of.

i.e. Seeking accounting position that will allow me to utilize my analytical experience in finance while transitioning into a new field.

Profile - The profile should be brief and easily read, calling attention to your key strengths. Anything beyond three sentences is too long. The key elements in a good summary statement are the type and extent of your experience, specific areas of strength or special skills, and key personality traits. Remember as you write your statement that your resume must be able to back it up with specifics.

i.e. Multitalented student with experience in local government planning and non-profit fundraising. 3 years experience in local government offices. 2 years experience tutoring local high school students in social sciences. Personable and patient in collaborating with others, and highly adaptive to new situations.

Education – Upon graduation, this should be at the top of your resume. Include the name of the institution, location, date of graduation (month and year), name of degree, major, and GPA (if 3.0 or above). Also include any other institutions you've attended or received degrees from.

Relevant Experience – Describe your experiences in bullet form because it is easier to find pertinent information than in paragraph form. Include the past few positions you've held that show your ability to fill a company's needs. These experiences will show your ability to fill the position you are applying for. Include the name of the organization, location, position title, and dates served.

Five Important Points about Experience Descriptions

1. Start with an action verb. Diversify these verbs and make them lively.
2. Describe what you did. Make sure your tasks are clear.
3. Describe how you did your job. What resources, software, or other tactics did you use?
4. Describe why you performed tasks. The results of your service will show why your position was effective as a part of your organization's goals.
5. Quantify these results when possible. Give concrete evidence about your effectiveness.

i.e. Created filing system using Microsoft Excel that increased space efficiency by 30%.

Relevant Coursework – Show your academic abilities and progress. List 6-8 of your most advanced courses in your field to show what you have learned in the classroom and to give your reader an idea of your abilities. List these courses in column form for the ease of the reader.

Projects – Include academic or independent research and/or projects to exhibit your abilities and skills within your field. In bullet form, describe the project, how research was conducted, your role on the team (or tasks, if individual), and your results or findings.

Activities, Volunteering and Honors – Add depth to your resume. Include campus activities, any volunteer work, and academic awards. These could include items such as Dean's List, scholarships, club memberships, extracurricular activities, or any volunteer initiatives.

Skills – The skills section should be a summary of tangible skills. Try to make sure these skills, especially transferable skills (i.e. strong communication, leadership, etc) are showing up in your experience descriptions. Include foreign languages, computer languages, software, and anything else particularly relevant in your field.