

RESUME WRITING GUIDE

PURPOSE

A resume is a document that outlines your career background, achievements, and work history. It is often the first impression an employer will have of a candidate, so a resume must be tailored to your industry or job of interest. A resume is not an autobiography or a record of ALL of your accomplishments, but rather a strategic overview of the skills and experiences that make you a good fit for the role you are interested in. A resume helps you land an interview, clarify your thinking about your skills and goals, and tell a compelling story about your experience.

FORMATTING

- Use a 10-12-point font that is easy to read.
- Try Cambria, Georgia, Times New Roman, or Calibri with .5-1" Margins on all sides.
- Avoid templates! Use Microsoft Word to write your resume. It will make it much easier to edit later on.
- Proofread and spellcheck your document. A professional should also take a look for potential errors.
- Avoid personal pronouns (I, me, we, his, hers, etc.)
- Do not include a photo or headshot; Photos and headshots should only be added on LinkedIn.
- Be consistent- structure your experience sections in the same way.
- Reverse Chronological is the recommended format- include the most recent experiences first under each section.
- Top-load your resume with the most important information first. Consider adding a "Relevant Experience" section before your other experience sections.

BASIC BEST PRACTICES

- **Be Specific-** Use numbers, facts, and figures to add depth to your bullet points.
- **Be Brief-** Bullet points should be no longer than 1-2 lines.
- **Be Relevant-** You do not have to list *everything* that you have ever done; list the skills most useful to the employer. Use keywords found in the job description.
- **Be Honest-** Only include skills and experiences you are comfortable talking about.

RESUME SECTIONS

Name and Contact Information

Personal Profile/Summary of Skills

Education

Relevant Courses

Academic Projects: Projects are a great way to leverage your experience from the classroom.

Professional/Work Experience

Honors and Awards

Activities

Professional Organizations and Affiliations

Skills and Applications

(SAMPLE RESUME BELOW)