YOUR RESUME
THE BASICS

WHAT IS A RESUME?

A resume outlines your education, abilities, experiences, and skills as they pertain to your career goals. You may use a resume when applying for an internship, employment, graduate school, or organizational leadership positions.

A GREAT RESUME WILL:

- Be concise, consistent, and easy to read
- Emphasize significant accomplishments and potential contributions
- Focus on the skills and requirements as related to a specific field or position

Clear, organized, error free document = Careful, neat, well-organized professional.

STEPS TO A GREAT RESUME

Don't think you have much to offer yet? Evaluate your experiences and tap into your transferrable skills. As a student you have more experience than you think: Critical Thinking, Adaptability, Time Management, Working with Diverse Groups, Resolving Conflicts, Presenting, Multitasking.

DO YOUR RESEARCH

Beyond the job description and requirements, research the company website for what they value as an institution. Look for ways to highlight and align your experiences with their mission, quarterly information, or even community outreach projects. If you don't have a specific job yet in mind, start by visiting job-posting sites. Review job descriptions to discover keywords or items in the employer requirements section. If your resume includes important keywords, it is more likely to be selected.

Only use keywords and industry language that you are prepared to discuss in an interview.

FORMAT

Use a reverse chronological resume format; organized so that the most relevant information appears closer to the top. Use an easy-to-read font such as Times New Roman, Calibri, or Avenir. Stay between 10 pt. and 12 pt. Your name should be larger than 12 pt.

Use common headings such as Education, Experience, Skills, Honors, and Awards. Optional sections could include Memberships, Course Projects, Campus Leadership, Collegiate Athletics, Observations/Job Shadow, Research, and Presentations.

REFERENCES

You need 3-5 professional references that can be added as a second page to your document packet. You **must ask** people to serve as a reference—no one wants to receive a surprise phone call! These individuals should be able to highlight your academic abilities, leadership skills, or work ethic.

Don't include your picture, age, gender, religion, political affiliation, ethnicity, marital status, social security number, or salary expectations/history. Typically, high school activities are in the past and should stay there!

BE CONCISE

Express your qualifications and accomplishments succinctly. Provide statistics and quantify information with #, %, and $ whenever possible!

Use bullet pointed statements that begin with a **strong action verb.** Apply appropriate verb tenses for past and present activities. Don't forget to provide the Title of your job, Who it was with, Where, and When.

As a general rule, current students, recent graduates, and professionals with less than 10 years' experience should stick to a 1-page resume. If you have extensive professional experience, are applying for select federal jobs, or are targeting academic positions/fellowships, you may create a 2+ page resume or a curriculum vitae (CV).

BEFORE YOU HIT SEND! Evaluate to ensure you have efficiently conveyed the right skills, abilities, and accomplishments. **Proofread!** Spelling, capitalization or punctuation errors are **100% unacceptable.** Convert your Word document version into a PDF to retain the original formatting when sending as an attachment. Save as yournameresume.pdf. Keep your resume template as a Word document to update and change as needed for future use.