Resumes

Purpose of a Resume

Achieve a strong first impression, highlight tailored qualifications, and gain an interview.

Formatting

- Fill one balanced page with equal margins.
- Choose a professional, easy to read font.
- Check for consistent alignment and styling.
- Do not include photos, graphics, or tables.
- Order page from most to least relevant sections.
- List content in reverse chronological order.

Mechanics

- Remove personal pronouns (I, my).
- Write in the tense of the experience, present or past.
- Spell out acronyms.

Recommended Outline

First & Last Name

Phone | Email | Customized LinkedIn URL

Professional Summary

Compose two to three statements which elevate your top attributes. Share career interests and goals. Tailor the content to match your position and/or industry of interest.

Education

Institution Name, Location
Degree, Major   Graduation Date
- Lift up uniqueness (minor, GPA above 3.0, honors, course highlights, study abroad).
- After first year of college, remove high school.

Experience

Organization Name, Location
Title   Date Range
- Showcase a variety of experiences (internship, work, leadership, volunteer); break into categories.
- Describe responsibilities and accomplishments through bullet points.
- Start bullets with a diversity of power verbs.
- Demonstrate specific knowledge, strengths, and utilization of technologies.
- Go beyond surface level tasks; aim for transferrable skills.
- Quantify content using data to show results.
- Infuse language from desired industry/position description.