

## RESUME GUIDE

### NAME

Address

Phone number

E-mail address/LinkedIn profile link

### OBJECTIVE

Resume tip: font size should be between pt. 10-12, and one font size should be used for entire document

Resume tip: keep font basic (e.g. Times New Roman, Arial, and Calibri)

Resume tip: use font style and effects (e.g. bold, italics, underline, and caps) to highlight pieces of information (e.g. organization vs. position title)

### EDUCATION

**College/University**, city, state (resume tip: list most recent first)

*Degree*, graduation date (month and year)

Program:

GPA: list only if 3.0 or greater

### HONORS/ AWARDS

List academic, leadership, or other relevant honors/awards/achievements

Resume tip: to create space, or fit resume content on one page, refer to the Page Layout tab to change font size between sentences and sections of resume

### RELEVANT TRAINING

List industry related courses or training

Resume tip: make sure margins of resume content line up exactly for entire document

Resume tip: margin size for layout of document should be between .04 and 1.0

### PROFESSIONAL EXPERIENCE

**Employer/Organization**, city, state

Dates worked (month year- month year)

*Position Title*

- List direct industry experience in this section, including: internships, temporary, part-time, and full-time work
- Bulleted description should provide summary of skills used to complete responsibilities, projects, and assignments
- Use action verbs to demonstrate skills used to carry out job responsibilities, projects, and assignments
- Use different verbs to begin each bullet with, creating variety and appeal for reader
- Bulleted sentences should be short and to the point, yet detailed enough to not sound vague
- List experience in chronological order; most recent job should be listed first
- Provide 4-5 bullets for more recent experience or jobs worked in for greater length of time
- Present experience is written in present tense; past experience is written in past tense

### ADDITIONAL EXPERIENCE

**Employer/Organization**, city, state

Dates

*Position Title*

- List additional experience not directly related to field of interest in this section
- Follow guidelines from 'Professional Experience' to write this section

### VOLUNTEER EXPERIENCE

**Organization**, city, state

Dates

*Position Title*

- Follow guidelines from 'Professional Experience' to describe volunteer experience
- If space is limited, do not include bulleted descriptions for volunteer work and list only the organization name, volunteer title, and dates worked

### SKILLS

Language: List languages you are fluent in or have basic understanding of (e.g. Fluent in Spanish, basic understanding of French)

Computer: List computer, software, and hardware programs you are knowledgeable in (e.g. Mac, PC; Microsoft (Word, Excel, and PowerPoint), Apple (iMovie, iWork))

### PROFESSIONAL DEVELOPMENT

List memberships for academic/industry clubs, professional affiliations, or sports team