



## GUIDELINES FOR RESUME WRITING

### ***Format***

- x Templates: Avoid the abstract templates available on the Internet. States have a few page 98 resume two pages reasonable if you have extensive work experience; however, limit information to what is pertinent to the job role.
- x Font: Choose a basic, easy-to-read font such as Times New Roman, Arial or Calibri 10-12 point size, except for your name (14 pt. font). Use black ink.
- x Paper: Use 8 ½" x 11" resume-quality paper in a light color such as white or off-white. Buy envelopes and cover letter paper to match your resume.
- x Spacing: Margins should be 1 inch on all sides. Use single spacing for the body text and double spacing between headings.
- x Layout: Leave some white space to create an uncluttered look.
- x Format: Present information in reverse chronological order. Example of typical heading sequence: Education, Experience, Skills, Activities, and Awards.
- x Professionalism: Eliminate all typos and misspellings by asking other people to proofread.
- x References: List on a separate sheet using the same heading as your resume and the title "References"

## ***Header***

- x Your name should always be first, at the top of the page.
  - o To make your name stand out on the document, the font size for your name should be slightly larger than the rest of the text (18 size font).
- x Include your active cell phone number. Be sure to have a professional voicemail set up.
- x List a professional email address.
  - o Your email address should not be suggestive, generic, or funny.
  - o It should include your name, preferably first name and last name.
- x A U.S. resume does NOT include information such as marriage status, gender, etc.
- x Do NOT include a picture on your resume. Instead, develop an [LinkedIn](#) profile and include a professional headshot picture there. See our [LinkedIn Beginners Guide and LinkedIn Professional Guide](#) for more information on how to customize your profile
- x Once you build your [LinkedIn](#) profile, consider listing your [customized URL](#) under your name

## **Education**

- x For current students and recent college graduates, your Education section will be located underneath the Header. More experienced professionals can include the Education section closer to the bottom of the page.
- x List your most recently obtained degree first and additional degrees in chronological order.
  - o Do not list high school information unless you are a freshman.
- x Include the degree you are pursuing, your program, and anticipated graduation date (Month/Year).
- x ***Make sure your degree information is correct!*** Check out your department's website to ensure you provide the correct information. Additionally, DO NOT abbreviate the degree name (Example: Bachelor of Arts, not B.A.).
- x In addition, you may choose to include study abroad, related coursework, Thesis/Dissertation, and GPA above 3.0) information.
  - o If you include related coursework, list full course names (not acronyms or course numbers) and choose courses that are relevant to the position for which you are applying.

## ***Experience***

*The experience you select to use can be anything from general experience, customer service, volunteer work at a nonprofit, on-campus organization involvement, or a summer internship. You chose the most relevant form of experience to the targeted position.*

*See our [Marketing Your Experience](#) document for examples.*

- x Within each section, list your experiences and activities in reverse chronological order with the most recent first – it is not limited to paid experience. This section can include work experience, internships, co-ops, job shadowing, volunteering, and leadership within student organizations, military experience, sports team participation, and student team accomplishments, skills, and context are the main variables that should dictate which experience you highlight.
- x For each experience or activity, include the organization or employer name, your title or role, employer location (city/state), and dates affiliated.
- x You do not have to list all of the contact details of the employer, but you should have them on hand or included in your references page.
- x Provide concise explanations of your experiences and activities, focusing on accomplishments and skills.
- x Begin these descriptive statements ***with action verbs*** and omit all personal pronouns (i.e., I, my, we).
  - o Bad example: Created graphics to post on the company's social media platforms
  - o Good example: Created eye-catching graphics using Adobe Photoshop CS5 to raise engagement on social media platforms like Instagram and Facebook.



Publications: More pertinent to a Curriculum Vitae (applying for a PhD or position in academia)

- x Format: Include each publication in a new bullet point.
  - o List the year and title.
  - o Add the name of the magazine, website, or journals

Skills: This section defines a list of technical skills including languages, programming languages, software, industry-related, etc. and **is most effective when placed near the bottom of the resume.**

- x Using this section to add ~~word~~soft skills (i.e., organized, dependable, efficient, etc.) is not ideal.
- x Hard skills are related to specific technical knowledge and training ~~soft~~ skills are personality traits such as leadership, communication or time management.
- x We recommend focusing on soft skills in the 'Experience' section, and hard skills in the 'Skills' section.
- x You want your resume to have credibility. Anyone can ~~say~~ have leadership skills, but can you prove it? (see Skills Summary examples below)

- x Be careful! This section can be redundant if not used properly. Adding this section can take up valuable space on your document. It should not repeat what is under your experience section.

Tips:

- x Research your company, role, and employees.
  - o What experiences and skills are they looking for? (check their webpage)
- x Integrate information into the appropriate sections.