GUIDE TO: RESUME WRITING

The purpose of a resume is not to land a job… it is to land an interview, it is your first impression, and a marketing tool. It is essential to highlight four main points.

Character   Purpose   Experience   Potential

Format
- Bullet points, bold, consistent
- Page length: 1 page single spaced
- Margins: minimum .5" border all around
- Graphics: only use if in industry
- DO NOT USE TEMPLATES

Heading
- Name should be the largest
- Address
- Phone number
- School or personal email
- LinkedIn Profile Link

Education
- Selling point
- Before experience section
- As you accumulate experience, your education may fall further down
- You do not list your high school
- It is essential to include:
⇒ College name
⇒ College location
⇒ Degree(s) and/ or certificate(s)
⇒ Grad date or expected grad date

Experience
- Start by listing everything
- Incorporate the most important aspects of your positions into strong, action-oriented statements using action words
- If you are not currently at a specific job, all action words should be in the past tense
- All duties and responsibilities of positions should be listed in order of importance
- When writing your bulleted statements for positions held, think of where you added value to an organization
- Stay away from solely listing your job duties
- You will want your resume to highlight the skills you have obtained from your various experiences
- Think of formatting you statements in this manner:
⇒ **Action + Result + Outcomes + Skills**

Additional Sections
- Leadership
- Extracurricular Activities
- Community/ Volunteer Experience
- Computer/ Language Skills
- Related Coursework
- Related Projects

Remember
- A resume is designed to highlight your personal qualifications
- The order of your sections may differ from others
- You can have more than one resume directed towards specific positions

NOT to Include
- A picture
- Your social security number
- Your birthday
- Martial status
- The words "I," "my," or other forms of the first person