

WHAT IS A RÉSUMÉ?

- A **marketing tool** that should highlight your most relevant skills and experience.
- The **first impression** an employer will have of you. They usually spend **30 seconds** reviewing it.
- A **living document** that should change and develop as your experience changes and develops.
- Its **content is tailored** to each specific position and employer.

ESSENTIAL RÉSUMÉ COMPONENTS

There are three essential components to a résumé for a current college student or a recent graduate. Additional components are listed on the back of this sheet.

Heading

- The top of your résumé **must** include your contact information. Include your name (usually the largest font on your résumé), mailing address, telephone number, and email address.
- Some employers prefer a mailing address while others indicate it is not needed. If there are no other documents being submitted when applying for the job (i.e., an application where you indicate your mailing address), it is recommended to include a mailing address on your résumé.

Education

- Start with your most recent degree (or the one currently in progress) and work backwards. Do not include high school unless you are a Dual Enrollment or University Connections student.
- Include the official degree name, name of the institution, location, and the date the degree is expected to be awarded or was awarded.
- Your GPA is optional but consider including it if it is a 3.5 or higher.
- You may include related coursework if it is relevant to the position *and* you do not have a lot of related experience. Provide the title of courses you have taken or those you are currently taking.

Experience

- Do not limit yourself only to paid employment; include volunteer positions, internships, extracurricular activities, and other relevant leadership roles.
- All positions should include the position title, dates of employment (including the month and year), company title, and location.
- Highlight relevant information for each role that describes both your primary duties but also your personal accomplishments during your time in the position.
- Utilize action verbs and use correct tenses when describing duties and accomplishments (present tense for current positions and past tense for previous positions).
- Avoid using “I statements” or complete sentences. Keep things brief and to the point.

ADDITIONAL RÉSUMÉ COMPONENTS

Objective Statement OR Summary of Qualifications

- Choose one of these but never both. They go below the heading and serve as a lens that the rest of your résumé will be viewed through. If you provide a cover letter, this is not necessary.
- An objective statement should be tailored to each position and be a clear statement of the type of position and environment you are looking for and the qualifications you bring.
- A summary of qualifications is typically a bulleted list of 3-5 points that can summarize multiple aspects of your background and provide the highlights.

Honors, Awards, Publications, & Research

- Include dates for anything listed and, if it is not well-known, provide a brief description.

Activities

- Include any activities that do not fit well into the experience section of your résumé. This can be leadership roles, student and professional organizations you are part of, and volunteer work.
- As with your work experience, include dates and aim to include your most relevant activities. Avoid the temptation to make this a section about your hobbies.

Special Skills

- Include additional languages (including proficiency), computer and technology skills, military experience, and other relevant skills that you are unable to include elsewhere on your résumé or cover letter.

FORMATTING TIPS

- **Margins:** Between .5" and 1" on all sides.
- **Font:** Easily readable, size 11 to 12. (Times New Roman, Calibri, Arial, Garamond, etc.)
- **Length:** 1 page per 7-10 years of experience.
- **Formatting:** Use bullet points rather than large blocks of text or paragraphs.
- Use special formatting (**bold**, *italics*, underlining) sparingly and for impact.
- **Consistency:** Ensure consistent formatting throughout for bullets, alignment, font type and content.
- **White Space:** Your résumé should have a good balance of text and white space.

DO

- Focus on the employer's needs
- Quantify your information
- Include keywords and phrases to fit the job description
- Have a professional email address & voicemail greeting
- Have your résumé reviewed and critiqued

DON'T

- Exceed 2 pages
- Fabricate, exaggerate, or misrepresent your experience
- Include excessive, unrelated information
- Include personal information (marital status, age, etc.)
- Include subjective information; instead, show it through your accomplishments

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