RESUME WRITING

A resume has two jobs. First, it makes the argument that you have the skills that a job description is asking for. When you apply, please make sure that you tick the boxes of a job's competencies. The second job is to prepare your talking points for the interview. Each bullet of relevant experience is a headline for a story that you want to talk about in an interview. Your bullets fight for you the most when you include action and result, the steps you took and the outcome of your work. Come to the Career Service to get help tailoring your resume, and preparing your written and verbal argument.

Format
- When formatting your resume, remember that consistency is key. You want your style to be easy to navigate and simple to understand.
- Use **bolding**, and CAPITALIZATION to draw the reader's eye to important points.
- Avoid using resume templates—they are not formatted for editing and are easy to spot.
- Make sure your resume looks balanced and pleasing to the eye.
- Main resume text should be no smaller than 10.5 and no larger than 12 point.
- Use Sans Serif for easy to read fonts. Arial, Gill Sans MT, Tahoma, Trebuchet MS, and Verdana.
- Margins should be no smaller than .5 inches and no larger than 1 inch.

Styles
Chronological—puts your experience into reverse chronological order with your most recent experience first. Important experiences are put into specific sections or headings. This is the most typical style for college students and recent graduates.

Combination Chronological and Functional—lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for and also provide the chronological work history that employers prefer.

Curriculum Vitae—has an academic, research, and scholarly focus. It may be requested for graduate programs. Length is not much of a concern.

Sections
Personal Contact Header
- Include name, address, phone number, and email address. If you choose to post your resume on a job board site, remove your street address for safety, city and state is fine.
- Make sure your email address is appropriate and professional, make it a live link by hitting return at the end of the line, and if you are on LinkedIn, please include your edited LinkedIn Link

Summary
- A summary statement is the short answer to 'tell me about yourself?' in the interview. Think what are the main skills you want an employer to know about? Consider it your thesis, your main argument in five lines or less.
- You can even include technical skills underneath your summary statement in columned bullets.
- Avoid an objective statement indicating what you are seeking/applying for and what skills you have to offer the employer. This is old fashioned, and less active in argument

Education
- Always start with the most relevant section, for most students, this will be Education.
- List all colleges attended including the institution's name, location, degree, and date of graduation in reverse chronological order. Do not include your high school information.
- Include bullets just like your experience that give headlines to examples of the skills you developed that are relevant to the roles you plan to apply to. If you have two lines that detail a project, articulating actions and results, you make an active argument for your educational experience, and prepare for what to speak about in an interview.

Experiences
- List your experiences in reverse chronological order, the most recent experience first.
- Include the Organization, Location (city and state), Title, and Dates employed.
- Include full-time and part-time jobs, paid or unpaid internships, and volunteer work, especially if it is related to your desired job.
- If it helps you prioritize relevant experience, split up experiences into relevant headers such as Relevant Experience, Professional Experience, Internship Experience, etc. if needed. Creating different headers for your experience can allow you to organize them so the most important information is seen first.
- Use strong active verbs and quantify results when possible when describing your experience. Try the **STAR** (Situation Task, Action, Result) method to brainstorm and create strong examples for your interview. Then create bullet points that are headlines for your examples, using Action, and Result.
- Focus on transferrable skills, accomplishments, and results driven bullets rather than describing every job duty or task, especially for non-related jobs. Example – Fast Food Job – Completed orders and cleaned facilities versus Provided customer service in a fast paced environment.
- Utilize bullets rather than paragraph form to make it easier the employer to read.
- Use the appropriate verb tense. Use present tense to describe current employment experience and past tense for past experiences.

Additional Header Ideas
- Honors and Awards
- Relevant Coursework
- Study Abroad
- Volunteer or Community Involvement
- College Involvement
- Research and Publications
- Certifications or Licensures
- Military Experience

Quick Resume Review
- Is my resume visually appealing, balanced and easy to read with no spelling or grammatical errors?
- Do my margins line up? Is everything consistent (headers, type font, size, space size, dates (spelled out month versus number) states (abbreviation versus spelled out), etc.)?
- Do my bullets begin with active verbs? Do I overuse any verbs?
- Are my bullets well developed phrases?
- Do I use personal pronouns (I, me, my)? If so, delete!

Final Tips
- Have your resume reviewed by Career Services staff, faculty, and trusted colleagues or people from your network before sending to an employer.
- Always send or upload your resume as a PDF saved as Last Name_First Name_Resume.
- Keep a running resume of all your experiences. This will make it easier to cut and create a tailored resume.

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