

Resume Writing Guide

Your resume is the most important factor in getting an internship or job. Usually, it will be the first item an employer will see with your name on it, and it may be their first impression of you. Be sure your resume represents you well. Think of your resume as a “sales presentation piece” rather than a piece of paper with your name on it. The primary objective of the resume is to get an employer to contact you to arrange an interview and to have a quick reference document of your educational and employment history.

HOW DO I ORGANIZE AND DESIGN MY RESUME?

Your resume should be a **chronological resume**, which will list your background in chronological time sequence, starting with the most recent experience first and working backward. This is the most common format.

ORGANIZATION

- Your *best assets*, whether education, experience, or skills, are listed first.
- The page can be easily reviewed; categories are clear, text indented.
- The dates of employment are easy to find and consistently formatted.

FORMAT/DESIGN

- *Keep your resume short! One page should suffice.*
- Use no more than two type styles; use conservative type styles.
- Bolding, italics and capitalization are used minimally and consistently.
- Margins and line spacing keep the page from looking too crowded.
- Printing is on one side of the sheet only, on high-quality bond—white or off-white (e.g., beige or ivory)
- The reproduction is good, with no blurring, stray marks or faint letters.
- The right side of the page is in “ragged” format, not right justified. Right justification creates awkward white spaces.
- Strive for balance. Visually attractive resumes command more reading time than cluttered pages filled with big blocks of print.

SECTIONS

HEADING

Name is at the top of the page, highlighted by slightly larger type size, bolding and/or underlining. Address and phone number(s) are complete and correct, with ZIP and area codes, and are well placed in relation to name.

OBJECTIVE

Tailor the objective to a given position or leave it out altogether.

EDUCATION

List your college or university only. You can also list any specialized courses or schools you may have attended (i.e. computer training, vocational schooling, community college, etc.). List degrees and month/year obtained or expected; names and locations of schools; major and minor, if any; grade point average - LIST G.P.A. ONLY IF OVER A 3.0! If you list specific academic courses taken, be sure they are courses of interest and relevance to an employer. A sampling of courses from every academic discipline is not necessary.

EXPERIENCE

Include full-time paid jobs, academic research projects, internships or co-op positions, part-time jobs, or volunteer work. List the month/years you worked, position, name and location of employer, and responsibilities of the job. Even if you're new to a field, you aren't necessarily starting from scratch. For new grads without much work experience have an "EXPERIENCE" section rather than one called "EMPLOYMENT," because you can include internships, class projects, and independent study under the former, but not the latter. Should a resume differentiate between paid and non-paid employment? It is up to you - you do not need to do so, but if you do, you can list volunteer work and internships separately.

HONORS

List any academic awards (scholarships, fellowships, honors list), professional awards or recognition, and community awards. If your awards are all academic, you can list this section underneath your EDUCATION section.

SKILLS

List computer languages and software, research, laboratory, teaching or tutoring, communication, leadership, athletic, computer skills, and second languages.

ACTIVITIES

List academic, professional, and community organizations in which you hold office or are currently a member; list professional and community activities, including volunteer work. (i.e. member of fraternity or sorority, participated in the breast cancer awareness event, etc.). You can also combine this section with VOLUNTEER WORK section.

VOLUNTEER WORK

If you don't have much work experience, highlight volunteer work - preferably related to the position or industry for which you are applying. Volunteer work shows you are a pro-active and involved individual.

After you have all this information, check it for accuracy. Make sure you know full names, full addresses, correct and consistent dates, and correct spellings of all the information you list on your resume.