

DID YOU KNOW...

You must tailor your resumé for each job you apply to?

DID YOU KNOW...

You can include your LinkedIn URL with your contact information?

Full Name

Home Address

Phone Number Email Address

Introduction

Choose one of the following types of introductions: *Career Objective, Highlight of Qualifications, or Profile*

- 5-7 bullet points introducing why you should be considered
- Identify key skills for the position to highlight (ex. interpersonal, technical, leadership)
- Provide context for where you developed/demonstrated your highlighted skills
- Use adjectives and action verbs instead of personal pronouns

DID YOU KNOW...

You can include relevant courses, projects, and awards under Education?

DID YOU KNOW...

Work, Volunteer, Extra Curricular and Internships can all be included under Relevant Experience?

Education

Degree/Certification Name

Expected Graduation Year

Name of Institution

Relevant Experience

Position Title

Start - End Date

Company Name

- Identify your skills in the position and provide evidence through current and past experiences (4-5 bullet points)
- Format each bullet using an accomplishment statement (Formula: action verb + what you did/how you did it = result)

DID YOU KNOW...

You can add optional sections after relevant experience (ex. Professional Development, Community Involvement)?

DID YOU KNOW...

Some organizations use software that screens your resumé for keywords?

Resumé Formatting Checklist

- ✓ Is it consistent (font size, bold, italics, underline)?
- ✓ Is there even line spacing?
- ✓ Did you check for grammar and spelling?
- ✓ Are your experiences in each section in reverse chronological order?
- ✓ Did you use present tense for current experiences and past tense for past experiences?
- ✓ Resumé should not be more than 2 pages.