

## Key Points:

- A resume is a profile highlighting your skills, experience, career goals and knowledge
- When writing statements, use action words about your responsibilities, accomplishments, and specialized knowledge
- Include all accomplishments and achievements in your resume
- The resume should be easy to read as well as appealing to the reader
- The information that is the most important should be placed first.
- Typically, a resume is no more than one full page; there are exceptions, however
- Proofread your resume for misspelled words or grammatical errors
- Do not use abbreviations, slang, or symbols (& or \*)
- Choose headers that highlight your personal strengths
- Be sure to have your resume critiqued by several different people, including professors and career services professionals

## Parts of a Resume:

- **Main Heading**
  - Present your formal name and contact information in a personal and professional way
  - Include home and/or school addresses, telephone numbers, and e-mail addresses
  - Don't be afraid to create an original main heading
- **Objective/Skills Summary/Profile**
  - Objectives, skills summaries, or profiles are not required, but many choose to include these in a resume
  - Skills summaries or profiles are usually presented in bullet form; objectives are in sentence form
  - Objectives, skills summaries, or profiles may be general or targeted to specific employers
- **Education**
  - Summarize your educational background (colleges attended and their locations, graduation dates, degrees, major and minors)
  - Start with the most recent degree and school attended and work backward
  - Unless it is relevant, do not include high school or earlier education
  - Include GPA if you feel it will enhance your resume or honors such as dean's list
- **Work Experience**
  - Include details (bullets) of any work experience relevant to your objective
  - Highlight transferable skills obtained from any job you held (communication, leadership, teamwork, analysis, etc.
- **Activities**
  - Emphasize any activities you are involved in that may add weight to your application
  - List activities that show leadership, initiative, good communication skills, etc.
- **Honors and Awards**
  - Include high achievement awards that you believe an employer will be interested in

## Format:

- Maintain consistency throughout the resume
- **Bold**, CAPITALIZE, underline, and *italicize* critical points and keep it consistent
- Use "plain" font size of 10-12 points
- Use laser printer and resume quality paper if possible for best results