



Creating a Great Resume

A resume is typically your first impression to a potential employer. A well designed and written resume should create interest, tell your story succinctly and effectively, and demonstrate who you are and plan to be as a professional.

Resume Essentials

- Contact information (name, address, phone number, email address)
- Education
- Work History (including internships, volunteer work)
- Honors and awards
- Skills
- Objectives are optional. If you add an objective, keep it specific; state your desired job or field and what you hope to accomplish.

Resume Guidelines:

- Keep the resume concise. One page is preferred. Two pages should be your maximum length.
- Use a standard font like Arial, Calibri, or similar. Font size should be between 10 and 12 points, with name and section heading a little larger and/or bold.
- Standard margins are best (1" all around), but if you need to reduce page length, you may reduce margin size to ½".
- Create and use a consistent layout. If you bold one job title, bold them all.
- Use action verbs to describe experiences (both educational and work-related).
- Ensure that grammar and spelling are correct.
- Use present tense for current jobs/education and past tense for former jobs/education.