Resumes

A **resume** is a brief and focused summary of work experience, education, and skills which most often accompanies a job application. It includes several standard content elements and uses a unified writing and visual style. Your resume should be tailored to present you as an ideal candidate for the position.

Format and Appearance

A resume should be visually clear and simple to read. Use one-inch margins and a simple, standard font between 10 and 14 points. Be sparing with uppercase, bold, and italics. Space the text evenly throughout the page, avoiding dense blocks of text. Use a consistent format for all the elements, including headers, spacing, and bullet points. Elements in bullet points should be parallel in grammatical structure. Ideally, a resume should be just one page in length; if it is longer, include your name and "page x of y." Unless another format is required, save it as a PDF format labeled with your name.

Content

The essential categories of information in a resume are **your name and contact information**, **education**, **experience**, and **skills.** The order of the elements in the resume can be changed depending on your circumstances. If you are still in school or recently graduated, **education** can be listed first, followed by **experience**. The items in both of these elements should be listed in **reverse chronological order** — that is, the most recent first.

The order in which the elements appear depends on where you are in your career and what is most relevant to the position you are applying for. **Contact information** is always first, followed by **education** or **experience**.

If relevant, **accomplishments, awards,** and **professional memberships** may be included. Do not include personal information (beyond contact information), objectives or goals, or references.

Writing Style

Because a resume is basically a list, you do not need to use complete sentences. Use parallel grammatical construction for each element or sub-element. Describe previous experiences in the past tense and current ones in present tense. Find synonyms to avoid repeating words. Avoid acronyms. Make sure there are no spelling or grammar errors.

Customizing

You should customize your resume to highlight your qualifications for the position. This means listing relevant work experience first (unless you are a new graduate, in which case education appears first). Demonstrate that you have the needed skills for the position, including transferable or adaptive skills for less relevant experience.

Resume Template

There is no one way to make a resume. Format, layout, and design all change over time (like fashion!) Make a resume that matches your style and looks clear and professional.

Your Name
Email
Telephone
Mailing address

Choose fonts that are easy to read (between 10-14 pt.) Your name may be larger, but keep it professional.

List all education/experience in "reverse chronological order" (start with most recent).

Education

Name of institution, including city and state (and country as appropriate)
Major / minor and degree, start and end dates (or anticipated graduation date)
GPA if higher than 3.0
Optional: relevant coursework, awards, and honors

Include keywords mentioned in the job description or organization website. Start each bullet with a verb: "Advised tutees on writing projects."

Experience

Name of company or organization, and location
Position title, start and end dates or "present" if still employed
Bullet points that emphasize responsibilities and accomplishments, described as PWR
        Problem—action –result statements

Professional Memberships, Awards, Honors, Volunteer Activities (as relevant)

Show off any other notable accomplishments or activities here. Keep it brief, but include all essential details.

Don't "pad" the resume, but employers like applicants who go above and beyond work and school. Hint: scholarships count as awards.

Avoid blank space. "Chunk" your resume into easy-to-read sections. And, after you're finished, don't forget the cover letter.