



Effective Resumes

Factors to consider when writing a resume

	Overall appearance creates a good first impression.
	Font is 10-12 point size and easy to read.
	Format is attractive and organized.
	There are no misspelled words or grammar / punctuation errors.
	Contact information is complete and correct: name, city and state, professional email addresses (TTU and personal, if appropriate), phone number.
	No first-person pronouns used (I, me, my, us, etc.).
	Objective statement, if used, is straightforward and effective, demonstrating what the applicant will contribute to the company/organization.
	Education is in reverse chronological order and includes degree, major, university/college name, city, state, and graduation year. GPA may be included as appropriate.
	Experience is focused on relevant information and is listed in reverse chronological order, including company name, job title, city, state, dates of employment, and bulleted statements.
	Bullets describe experience and start with strong action verbs, emphasizing industry-related education, experience, knowledge, and transferable skills relevant to the position.
	Formatting, font, and font size are consistent throughout the body of the document.
	Length of resume is appropriate to the objective (usually one page; no more than 2 pages).

Use www.onetonline.org to assist you in writing your bullets!