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, school name, city, state, and graduation year. GPA may be included as appropriate.
	Experience is in reverse chronological order and includes company name, job title, city, state, dates of employment, and bulleted statements.
	Bulleted statements experience and start with strong action verbs, emphasizing industry-related education, experience, knowledge, and marketable 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 two pages).

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