

A resume is a summary of your qualifications and a display of your skill sets relevant to the job description. The goal is to present a clear, concise, easy-to-read document that makes the reviewer want to interview you.

Resume TIPS

- » The resume's only job is to get you the interview.
- » Write your own resume — copying a friend or a pre-formatted resume comes across as lazy.
- » You have approximately 6 seconds to make a first impression with your resume.
- » A single error might disqualify you. Proofread!

Customize your resume by using keywords from the job posting as often as possible in your resume. Most corporations use a computerized ATS system that scans submitted resumes for keywords that indicate that an applicant fits a particular job.

Strong action verbs that align your skill set to the company's needs. Be diverse and use a thesaurus.

FORMAT

- » 1 page for undergraduate students and recent graduates with less than 5 years of experience.
- » Use bullet points instead of paragraphs.
- » Do not use less than .5" margins or 11 point font. This is easiest on the reader's eyes.
- » Be consistent with your formatting: bolds, italics, spacing alignment, capitalization, dashes, dates, etc. Make it look the same top to bottom.
- » Use reverse chronological order, meaning your most recent experiences are listed first.

GENERAL GUIDELINES

- You must set yourself apart from your peers. When writing your resume, what makes you unique or more qualified than those you are applying against?
- Proofread! Avoid "resume killers" such as spelling, capitalization, grammar, and punctuation errors.
- Be truthful. The last thing you want is to oversell your ability to perform and lose the job in the interview. Avoid words like expert, specialist, guru, etc.
- Avoid personal/discriminatory information such as SSN, picture, or references to age, religion, ethnicity.
- Put references on a completely different page. Do not include them on your resume.
- Avoid listing responsibilities or duties and focus instead on accomplishments. Your resume shouldn't read like a job description.