

THE GUIDE TO RESUME WRITING

RESUME DOS

Tailor your resume. Keep a running list of all your experiences in one document. This will make it easier to quickly pull key information to tailor your resume as you apply for various opportunities. Work experience can be divided into "Related Experience" and "Additional Work Experience" sections.

Keep your resume up-to-date. You never know when the perfect opportunity will become available. To be prepared, update your resume each semester to include new work, volunteer, and leadership experiences.

Be concise. If possible, keep your resume to one full page. When including bullet points to describe your experiences, include about 3-5 points for each that concisely describe your responsibilities.

Spend time perfecting your experience sections. Just like a paper for class, use a variety of strong verbs to describe your experiences. Statements should be written professionally and serve as a thorough representation of your responsibilities.

Quantify wherever possible. To express the depth of your knowledge and experience, quantify your skills (i.e. Intermediate in QuickBooks). Information such as group sizes, budgets, and presentations can also be quantified to clearly depict your experience.

Ask multiple people review your resume before submitting. Reach out to Career Services, faculty, family, and friends to take a look at your resume. An extra pair of eyes might identify spelling errors and minor mistakes.



RESUME DON'TS

Don't use a template. Templates can be difficult to edit and many of them are commonly used. To make yours stand out, try starting from scratch in a blank Word document.

Don't include very personal information. Information such as your age, ethnicity, weight, marital status, and a picture of yourself should NOT be included.

Don't mislead. All information, skills, and accomplishments that you share should be honest and clear. Do not list something on your resume that you might not be able to fully speak to if it were brought up during an interview.

Don't overdo fonts and colors. If included, color should be conservative, minimal, and not distracting. It is best to stick with one font style throughout the resume for consistency.

Don't omit academic accomplishments. Class projects, senior research and capstones are significant experiences and should be listed on your resume, especially if they relate to your industry or graduate program of interest.

Don't include high school. After your first year in college, consider removing your high school information. The Education section should be reserved for post-secondary education degrees that you are either seeking or have obtained.

Contact Career Services if you have questions and/or would like to discuss your resume!
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