



## **Resume Guidelines/Writing Tips**

We recommend the following as you prepare and update your résumé:

**Summary:** Keep it short and simple. Give a general overview of what you would like to do. Add a little information about your personality traits.

**Education:** List what school(s) you attended and the years. College (if attended) should be listed first. Include major(s) and minor(s). If applying to job before graduation. List anticipated graduation. Listing high school is unnecessary if attended college.

**Courses:** List the courses you have taken relevant to your major.

**Skills:** List **ALL** of your skills relevant to major, e.g. instrumentation, technique, and computer skills. Focus on your strongest skills.

**Experience:** List job experience starting with most recent job held. Include the start date and finish date. It could be the month and the year of when the position was held. Include any internships and volunteer work that coincide with major. If any list honors received.

**Certifications and Awards:** List any specialized tests you've passed or awards you've received. State those that are most relevant to your field or demonstrate your skills and aptitude to succeed.

**References:** Use your judgment. You can write available upon request or list at least 3 professional references, but list them on a separate page. Make a reference sheet.

### **Guidelines**

- Use bullets to offset new sentences and sections. **No** paragraphs.
- Use nothing smaller than 10 point type.
- Proofread and spell check.
- Make sure the whole resume is written in the proper tense. If you're referring to a past job use past tense. When referring to a current job use present tense.
- Do not use irrelevant information. Ex. Hobbies, date of birth, marital status
- Eliminate old experience. Focus on last 10-15 years.
- Avoid using text boxes (aka cells, word templates) to make a resume that you are going to e-mail.

### **Remember**

- A resume does not work if a reader cannot quickly grasp whom a candidate is and what he or she seeks to do.
- Your resume is a stat sheet NOT a biography! Instead of describing what the position you held required, explain how you performed the duties.
- Sell yourself!!! No one can sell you better than you!!!
- Always update contact information as well as jobs.
- List all languages you are able to speak.
- When applying for a job make sure your resume reflects the job.
- Never lie about your experience.