



## Resume Handbook

### Sections of a Resume

Resumes should **NOT** exceed more than one page!

- **Name and contact information**
  - Include your name (first and last), mailing address, phone number (that you can be reached at!) and email address (also one that you can be reached at!)
- **Education**
  - Include your high school name, location, and GPA (optional- if over 3.0). You can also include any relevant coursework here (i.e. AP Computer Science if applying for a programming internship, etc.)
- **Experience**
  - **List experience that you have in a work environment. Be sure to include your place of work, your title, the time period that you worked there, and what you accomplished while in this position.**
  - **Start every dot point with a verb (i.e., Achieved, Strengthened, Developed, etc.).**
- **Leadership**
  - **List leadership opportunities that you have. Be sure to include the organization, club, class, etc., your role, the time period, what you accomplished in this role.**
  - **Start every dot point with a verb (i.e., Coordinated, Initiated, Attained, etc.)\_**
- **Awards and Honors**
  - **List recent Awards and Honors you have received and the time that you received the award.**
- **Skills**
  - Soft skills are the set of behaviors and personality traits that you use every day! They describe how you interact with others, solve problems, and manage your work. Remember: to prepare for an interview, you will want to have concrete examples of how you've used these skills.
    - I.e. flexibility, problem-solving, teamwork, organization, etc.
  - Hard skills are teachable and measurable abilities.
    - I.e computer programming (Python), proficiency in a foreign language, etc.



## How to Build Your Resume

It is important that you keep your resume **concise, clear, appealing, and informative**. You should be able to scan through your entire resume in about 30 seconds.

**1. Make a list of special qualities that make you a great fit for this position. Employers will look for examples of:**

- a. How your skills/experience/knowledge fit with the position/industry/organization
- b. Willingness to assume responsibility
- c. Strong interpersonal skills

Think of specific examples of where and how each skill or attribute led to a tangible result or achievement. Include work experience, internships, volunteer activities, clubs, organizations, research projects, sports, etc.

**2. Consider the following as you get started. Have you:**

- a. Identified and/or helped solve any problems?
- b. Instituted any new methods, systems, or procedures?
- c. Acquired industry-specific knowledge?
- d. Done something faster, better, or cheaper?
- e. Increased membership, participation, or sales?
- f. Saved your organization money or reduced waste?
- g. Suggested a new service, product, or project?
- h. Reorganized or improved an existing system?
- i. Refined the nature of an existing task?
- j. Maintained a consistently high level of performance?
- k. Demonstrated leadership skills and exhibited good team player skills?
- l. Reached out for more work or responsibility?
- m. Achieved results with little or no supervision?
- n. Motivated others?
- o. Coordinated an event or project?
- p. Trained another person? What were the results?
- q. Tutored anyone? Did their grades improve?

**3. Emphasize the results.**

When possible show measurable results. **Quantify and qualify your accomplishments** to give organizations / potential employers a sense of how you went about an assignment or project and the bottom-line results of your performance.



## Resume Format

- **Name and Contact**
  - At top of resume, centered or justified to left or right
  - Name should be larger by at least 4 points
  - If you have a preferred name, include it in parentheses between your first and last
  - May include contact information on one line, separating address, phone, and email with a dot point
- **Margins**
  - 0.5" to 1" on all sides
  - Include white space between the sections of your resume before each section heading
  - Include a space between each item within each section so that it's clear where one ends and the next begins
- **Font Format**
  - 11-12 points
  - Any font that is easily legible
    - Arial, Calibri, Cambria, Helvetica, Times
  - Use same font throughout
  - Use black colored font
  - Bold name and headings
    - Can bold content that is most relevant
- **Tables and Text Boxes**
  - Avoid these and other complex formatting
    - Make it difficult to scan for keywords
- **Length**
  - 1 page filled completely
- **Paper**
  - When printing resume, use 8-½" \* 11" resume paper in white or ivory
- **Dot points**
  - Experience descriptions in bullets
  - Use • or ▪
  - Avoid dashes, arrows, check boxes, diamonds
- **Dates**
  - List all dates along same margin
    - Prefer right margin



- Best to include months and years for each experience
- Format dates as numbers, words, or abbreviated words
  - Be consistent
- **Category Headings**
  - Left justified (preferred) or centered
  - ALL CAPS and bold preferred
  - May include bottom border line

## Resume Content

### Essential:

- **Contact Information**
  - Name - 16-18 points
  - Address
  - Phone number - make sure voicemail greeting is employer appropriate
  - Email - make sure it's employer appropriate
  - Web address (optional)
- **Education**
  - Name of school, degree earned or seeking, expected graduation date and GPA (if required or above 3.0)
- **Experience**
  - Job title, company name, location (city, state), dates of experience
  - Dot points describing your actions, skills, and accomplishments
  - Include any type of experience relevant to position you're seeking
    - Paid and unpaid positions
    - Internships
    - Military service
    - Volunteer
    - Leadership

### Additional:

- **Qualifications Summary**
  - List of all your qualifications for the position
  - Typically toward top of resume, after Education
- **Skills**



- Categorize the relevant skills you possess
  - Languages, computer, laboratory
- List only the skills you can perform with little or no supervision
- State your proficiency level with languages and programs
- **Relevant Coursework / Projects**
  - List course titles of relevant courses, in order of relevance
  - May be listed separately or as subsection under Education
- **Honors and Awards**
  - Academic honors, awards, and scholarships
  - May be listed separately or as subsection under Education
  - Include date or number of quarters honors awards, and scholarships received
- **Create Your Own Targeted Headings**
  - Consider creating headings to demonstrate that you have experience relevant to what employer is seeking
- **Research**
  - List the research project, department/lab/organization name, dates, description of project, methods, and findings
- **Leadership**
  - List offices held, organization, dates, brief description of accomplishments
  - Use same format as “Experience” section
- **Activities/Volunteer**
  - List membership in any clubs, sports, or community service experiences
- **Interests**
  - List outside hobbies, interests, and talents
  - Only include those that are unique, specific, and / or require skill / dedication
- **Certifications/Licenses**
  - List if applicable to position or field held

**Don't Include:**

- **References**
  - Don't state “References are available upon request”
    - This is assumed
  - Type reference list on separate page and take with you to interview
- **Personal Information**
  - Inappropriate to include marital status, citizenship, date of birth
- **Pictures**



- Don't include photo of yourself
- May be appropriate only for position that asks for it or applying to an organization in a different country where it is customary to do so

## **Build Your Dot Points**

### **1. What did you do?**

- a. What were your duties, responsibilities, and / or projects?

### **2. How did you do it?**

- a. Specific tools, resources, or technology
- b. Transferable skills

### **3. Elaborate with details.**

- a. How often?
- b. What was the purpose?
- c. Who else was involved and how many?
- d. Use numbers when possible.

### **4. What were the results?**

- a. What did you accomplish or improve?
- b. Did you meet or exceed a goal?
- c. Did you create something new?
- d. Use numbers when possible.