

## REMOVE

References and "References Available"  
These should be on a separate page,  
with the same header that is on your  
cover letter and résumé.

### High School Information

At this point in your education  
you should be focusing solely  
on your college experiences.

## EDUCATION

This section should be organized  
clearly and highlight the most  
pertinent information:

- Institution
- Location
- Graduation date
- Major
- Degree type (i.e. Bachelor of Science)
- GPA's over a 3.0 and only go to one number after the decimal

**EXTRAS** Typically national  
societies have little impact on your  
résumé, unless you take a leadership  
role. If you're including scholarships and  
awards, indicate what it was for  
(academics, athletics, technological use etc.).

## BODY CONTENT

Remove:

- Paragraph format and put into phrases- Employers want a quick glance at your capabilities
- Periods
- Double spacing
- First person (I, Me, Mine etc.)
- Objective (that's what a cover letter is for)

Use present tense for things you are  
doing currently and past tense for  
positions that have ended.

## POWER VERBS

Start each bullet with an action  
verb, but do not re-use them  
within the same job.

Avoid "Aided, observed, assisted,  
helped, worked, responsible for"-  
these terms don't communicate  
your abilities effectively or are too  
passive. These focus too much on  
what someone else did.

Find a list of effective verbs here:  
[bit.ly/2m7aRwJ](http://bit.ly/2m7aRwJ)

# CONTENT

## EXPERIENCE

Include 4 aspects for every position and  
experiences you have:

- Name of organization
- Your role
- Location
- Dates

List experiences in reverse chronological order. The  
most recent should be listed first.

Focus on knowledge, skills and accomplishments  
you gained from an experience, especially ones  
that show why you would be a great addition to  
the organization.  
(Do not just list duties.)

Be specific where possible.  
(Quantify with #'s %'s and \$'s.)

Skills Sections are optional and should be a mix of  
technological skills and your unique abilities. Tailor  
it to each job you apply for.

## CUSTOMIZE

Research potential employers and industry. Know what  
they do, where they fit in and how your can  
help them do it better.

Pull words and phrases directly from employer's  
Position Description, Qualifications Section and  
website to customize your résumé. This shows the  
employer you have the transferable skills they need  
and you did your research on them.

## STAND OUT

**VALUABLE REAL ESTATE** Keep the most valuable  
information toward the top. Move less relevant items  
to a less prominent location or eliminate them from  
this version of your résumé.

Focus on skills that make you unique and stand out from  
your peers. If it's something that most other students  
have participated in, it won't demonstrate  
why you are a better candidate for the position.

What's distinctive about how you do common tasks?  
Give examples that impress.

Employers want to see community involvement  
outside of work and role models in the community.  
Elaborate on volunteer accomplishments that relate  
to your future career.

# FORMAT

## HEADER

Consider making your name big and bold to  
stand out from your contact information.

Put your information on one line, eliminate  
using so much room for your heading and  
remove the hyperlink on your email. Use dots  
to separate items rather than dashes  
(Google it).

**DETAILS** Avoid section titles ending a page.  
Write out acronyms and avoid lingo that people  
reading your résumé may not be familiar with.

## PAGE LAYOUT

Follow formatting for length, layout, spacing and alignment.  
Consistency makes your résumé exceptional, drawing  
attention to the content to enhance readability.

1-2 pages is normal depending upon profession. Never  
have the second page be less than 1/3 to 1/2 used.  
Include your last name and p.2 in the upper right hand  
corner of the page.

**SPACE EFFICIENCY** Utilize your white space by reducing  
your margins on all sides, including the top and bottom,  
to no less than .5 inches.

Employers will usually print out your résumé in  
black and white.

# BULLETS

## HOW TO

Instead of stating duties, make a statement:

POWER VERB +  
TASK +  
ACCOMPLISHMENTS QUANTIFY  
EACH BULLET POINT

## FILL IN

Use skills and accomplishments that make you a  
good fit for the organization.

Keep bullet points concise for quick reading.

Do not repeat words or skills within a position.

Add bullet points to your résumé while the  
experiences are new and fresh in your mind.

Always have at least two bullets. Relevant  
experiences should have more bullets than  
less relevant experiences.