Resume Writing Tips

Parts of a Resume

- Contact Information
  - Name
  - Address
  - Phone Number
  - Email
- Professional Summary or Key Qualifications
  - A short paragraph or bulleted list that highlights your most notable accomplishments, skills, and experience.
- Work History or Professional Experience
  - Job Title
  - Company Name
  - Location
  - Length of Employment (Month/Year)
  - Experience Gained
- Educational Background
  - School Name
  - Location
  - Degree Earned, Major, Graduation Date (if it's been 3 years or less)
  - GPA (if 3.0 or higher)
  - Optional: Honors, Accomplishments, Job relevant coursework
- Technical Skills (Do not list references on resume)
  - Other Languages you speak
  - Computer Skills
  - Certifications
  - Volunteer Work

Formatting Tips for Your Resume

- Bold fonts to emphasize headings, italicize to emphasize titles or positions
- Bullet points make your resume easy to scan
- Use a clear professional font such as Calibri, Cambria, Times New Roman or Arial
- Use lines and symbols to divide and structure sections
- Add, delete, and move sections using Copy+Paste or Cut+Paste
- Your name should be biggest item on the page (font size no bigger than 20), all other font should be no smaller than 11 in size.