

## RESUME FORMAT AND TIPS

**Name:** Include nickname or preferred name in quotations.  
**Phone #:** Be sure to have a voicemail.  
**Email Address:** School or professional.  
**Personal Website/LinkedIn:** Add with contact information if appropriate.

**Summary:** Change for every position.

**Education:** List in reverse chronological order. List GPA if 3.0 or higher. Omit high school information after freshman year. Can list special training, trade schools, or workshops here.

**Experience:** Be consistent in how you list job title and employer. Be consistent with punctuation. Can create two sections- Professional Experience and Additional Experience.

**Activities and Leadership Positions:** Volunteer work may be listed in a separate category.

**Honors:** Optional.

<p><b>Name</b></p> <p>phone number   email address   city, state</p>							
<p><b>PROFESSIONAL SUMMARY/QUALIFICATIONS SUMMARY</b></p> <p>A brief, clearly worded statement of your years of experience, field, and specific skills that are relevant to the desired position.</p>							
<p><b>EDUCATION</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Degree</b></td> <td style="width: 50%;">Expected Graduation: Date</td> </tr> <tr> <td colspan="2">University, City, ST</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> <li>• Minor: if applicable</li> <li>• GPA: ###/4.0</li> </ul> </td> </tr> </table>		<b>Degree</b>	Expected Graduation: Date	University, City, ST		<ul style="list-style-type: none"> <li>• Minor: if applicable</li> <li>• GPA: ###/4.0</li> </ul>	
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<p><b>ACTIVITIES AND LEADERSHIP POSITIONS</b></p> <p><b>Current position</b> (if applicable), Organization (<b>bold</b> if no position is listed), Dates</p> <ul style="list-style-type: none"> <li>• List only those organizations (sports, clubs, student government, etc.) in which you contribute regularly and actively</li> <li>• List activities that demonstrate skills, leadership, or membership in career related organizations</li> </ul>							
<p><b>HONORS</b></p> <ul style="list-style-type: none"> <li>• <b>Honor/Award</b> – Short explanation of award- qualifications, significance, etc.</li> </ul> <p><b>Other Possible Categories:</b></p> <ul style="list-style-type: none"> <li>• Language Proficiency</li> <li>• Collegiate Athletics</li> <li>• Military Experience</li> </ul>							

Be accurate and 100% honest

**Margins:** Use ½” to 1” margins on all four sides.

**Length:** With less than 10 years of experience, limit to one page. Additional pages should be labeled with name and “page 2”

**Custom Design:** Avoid templates. Vary resume for different environments. Change objective/summary and content with every position.

**Printing:** Use 8 ½” x 11” white or tan resume paper. Always use black ink.

**Proof for Errors:** Have Career Services staff, professors, family, and peers critique your resume.

**20-30 Second Scan:** On average employers spend less than 30 seconds looking at a resume. Use bullets, bold font, and indentions to guide their eyes.

**References:** Include on separate page.