Resume Writing

Purpose

Your resume is your primary marketing tool with the ultimate goal of helping you land an interview; it serves as an overview of your abilities, accomplishments, and relevant experiences. Think of your resume as a highlight reel of the greatest moments in your education and work experience. Your resume is a means in which to present yourself to an employer that places you in the most favorable light.

Length

Undergraduates should aim for a 1-page resume. If you have additional **relevant** experience you may include it, but make sure it is applicable to the position for which you are applying.

Style

- Write in short, concise phrases. Full sentences and pronouns, such as "I" and "they" are not used.
- Use action verbs to describe your roles and responsibilities.
- Use the same verb tense in each entry; do not switch from present to past tense.
- Refrain from using jargon or common abbreviations such as TV, PR, etc.
- Select a font that is easy to read; font size should be no smaller than 10 pt.

Layout & Content

Resumes can be constructed in a variety of ways and each resume will look different. There are several basic components required for every resume. The following table outlines sections and information to include.

Section	Information to Include
Contact Information	- Name - Address - Phone - Email
Education	- Name of college / university & location - Degree received or when it will be completed - Major & minors - GPA (if a 3.0 or higher) Optional information: relevant courses, academic honors, study-abroad, senior research
Experience	*(Use reverse chronological order. List most recent and work backward.)* - Jobs - Internships - Volunteer experience Only include entries that are relevant and applicable to the position for which you are applying. You do not need to include every experience you have had. Under each position, list 3 to 5 bullet points that address your major responsibilities and accomplishments.
Activities & Honors	*(Include dates involved and if you held a title/position.)* - Volunteer work - Extracurricular activities - Student organization membership - Awards and honors