Resumes…

- Help you get an interview, not a job
- Are used to market yourself
- Should match the employer's needs
- Should be tailored to each job
- Should include buzzwords from the job description

3 Golden Rules

You only have around 20-30 seconds to impress the employer!

1. NO TEMPLATES! Start from scratch— use **bolding** and *italics* and always be consistent
2. Use specific headers and detailed content
3. Include strong accomplishment or results-based statements

Formatting and Language

- Margins should be no less than .5 inches
- Use easy-to-read fonts like Times New Roman, Arial, or Calibri that are no smaller than 10-point font
- Avoid full sentences and long narratives, as well as 1st-person language (i.e., I, me, my)
- Discuss past experiences in past tense and current experiences in present tense
- Save and send a PDF to keep formatting intact
- Avoid graphs/charts, photos, and graphics - This will keep the resume ATS friendly (Applicant Tracking Software)

Getting Started

- ✓ Make your document header appealing
- ✓ Include your name (large and bold), city & state, phone number, email address, and portfolio link if applicable (LinkedIn URL optional)
- ✓ **DO NOT** include personal information, including photos, birthdates, visa status, social security number, etc.

Sections

Objective
- ○ Keep the objective short and specific (e.g., "To secure a mechanical engineering position at XYZ company.")

Education
- ○ Name of the institution (no abbreviations) and city and state/ country, if outside the U.S.
- ○ Full title of the degree (e.g., Bachelor of Science in Biology) and actual or expected graduation month and year (do not include a start date)
- ○ GPA (if higher than 3.0) is optional

Other Possible Headers/Categories
- ○ Projects (especially senior projects!)
- ○ Skills and/or Courses
- ○ Experience/Employment
- ○ Leadership/Campus Involvement
- ○ Awards and Achievements
- ○ Professional Development/Certificates and Training

* Stating "References available upon request" or listing full references at the bottom of a resume is no longer standard practice. References should only be provided when requested.

Accomplishment Statements Include…

- Action verbs (e.g., collaborated vs. assisted, coordinate vs. responsible for coordinating)
- Adjectives and adverbs (e.g., effective, carefully)
- Quantifiable or factual information (e.g., "Taught 2 physics review sessions to 20 students on a weekly basis")
- Positive results or a greater purpose (e.g., "decreased production time by 5 seconds per unit," or "to ensure comprehension of class material")

Revised July 2023