

**Contact Information**

- Your name should stand out: bolded and largest point size on page (up to 18pt)
- List an appropriate professional email address
- List only one phone number, including area code
- Address includes numbers and street name, city, state, and zip code

**Objective**

- Up to two lines:
  - First part succinctly identifies target position (by functional area and optionally industry sector)
  - Second part includes key skills/strengths which you will bring to the prospective employer
  - An objective statement should be used as a student enters into the workforce
- May have “Profile” or “Summary” statement instead of objective highlighting areas of expertise; up to 5 lines. Use this after your first professional job.

**Skills**

- Include hard skills, specialized skills, relevant and detailed transferable skills related to career objective
- Language skills should be listed with skill qualifiers: literate, conversational, proficient, fluent
- Computer skills listed go beyond basic Microsoft applications, (such as Microsoft Word, PowerPoint, or Outlook) – list proficiency level when applicable
- List information not previously mentioned on resume

**Experience**

- Present in reverse chronological order with accurate company name and location, job title and dates
- May group experience into categories to organize in alignment with career objective (e.g. Internship-Experience, Marketing Related Experience, Professional Experience, Relevant Experience, Other Experience, Volunteer Experience, leadership Experience, Laboratory Experience)
- Use easy to read, concise bulleted statements (not paragraph/narrative form) to describe your experience
- The bullet points are “accomplishment statements” that are one to two lines highlighting skills, leadership opportunities, problem-solving abilities and other unique experiences that are relevant to the position for which you are applying
  - Provide enough detailed information that the reader clearly understands what you are capable of doing
- Write 2-3 accomplishment statements in each experience. Begin each statement with a powerful, skill-based action verb and write strong descriptive phrases with outcomes, quantifying them wherever possible
- Accomplishment statements should be ranked with the most significant/relevant bullets on top
  - When applying for different positions, rearrange ranking to best meet the qualifications
- Be consistent in how you list your month and years (ex: 09/2015 is acceptable)

**Education**

- List degree in reverse chronological order
- Name of university spelled out with city/state on same line
- Degree and major(s) spelled out with anticipated date of degree completion, including month and year
  - If applicable, include minor(s)
- Optional information to include, if aligned with career objective: relevant coursework – course projects with brief descriptions; meaningful honors and awards listed in reverse chronological order including dates
  - Maximum of two lines

**Leadership/Community/Volunteer Activities**

- List recent meaningful experiences in reverse chronological order that align with the job applying for
- Format is consistent with experience section; identify leadership titles and organization names
- Use short bulleted statements that highlight the contribution and transferable skills; quantify outcomes, if possible

**Other Relevant Information**

- Include special licenses, certifications, outside training or tests passed, conferences, presentations, publications that are relevant to career objective
- Organize either in reverse chronological order or by function, with accurate dates
- Keep it short and concise – this information should not overshadow other sections

**Format and Style**

- Margins should be between ½ inch to 1 inch
- Font size for text is between 10pt to 12pt; larger headings are no larger than 18pt
- Readable typeface: e.g. Times New Roman, Calibri, Arial
- Use simple bolded symbols for bullets
- Consistent and appropriate use of indenting, margins, bolding, caps, underlining, line spacing, and alignment – should help sections stand out
- Do not mention availability or references
- No personal information (e.g. pictures, marital status, date of birth)

**Overall Presentation**

- Positive first impression: easy to read, clear subheadings which separate information
- Most relevant and compelling information listed first (e.g. education sections should appear near top of resume)
- One page, unless industry allows for more
  - If two pages, significant/relevant information filling up the second page, with name and page number in the header; no half pages of information
- Good balance between text and white space
- Correct spelling, no typos, and proper use of grammar