

RESUMES



Purpose:

- To outline your skills, experience, and education related to the job you're applying for
- To help you get an interview so you can further showcase yourself there

ANATOMY OF A RESUME

CONTACT INFORMATION

- Your name (in larger text)
- Your phone number and work-appropriate email address

SUMMARY OF QUALIFICATIONS

- 3-6 bullet points summarizing your key skills, abilities, and knowledge related to the position

EDUCATION

- The degree you are seeking, your expected grad. year, school name, and location
- Previous degrees, including high school diploma if recent
- Any academic awards or honors, your GPA (if above 3.0), and coursework that's relevant to the target job

EXPERIENCE

- Your previous work experience - paid or unpaid
- Several bullets briefly explaining your responsibilities, the skills you demonstrated, and outcomes that show your success in the role using numbers when possible (%, #)

ADDITIONAL SECTIONS

- You may want to add additional sections to list your
 - Community Involvement
 - Language Skills
 - Technical Skills
 - Academic and/or Personal Projects
 - Certifications
 - Anything else you haven't fully captured in other sections of your resume

RESUME TIPS

DO

- Make your resume easy to scan
- List most recent education and experiences at top of each section
- Keep your resume to one page
 - For 10+ years of experience you may need two pages

DON'T

- Don't use a template (extremely difficult to edit)
- Don't use columns, headers, or footers (applicant tracking systems can't read them)
- Don't include a photo

WANT RESUME HELP?

Our Career Specialists are happy to meet with you to help you with your resume

Schedule an appointment in-person or online from the Center for Career Connections website

