

Formatting Your Resume:

- The resume's purpose is to obtain an interview, not a job. An employer spends around 30-60 seconds actually looking at the resume itself before making a decision to interview you. It is important to demonstrate in your resume that you have the necessary qualifications and background and that is easily observable for the employer.
- A resume may be formatted and organized in various ways to make your skills and experiences stand out. There are three basic types of resumes: chronological, functional, and hybrid.

Resume Layout

- Blank, Microsoft Word document
- Utilize standard fonts such as Times New Roman or Arial
- All text should be a standard 10 to 12 point size except your name
- Margins should be one-inch, but you can go a little smaller if necessary
- Use bullet points with action verbs to highlight experience
- Put section headings in bold; can also be capitalized or underlined for emphasis

Chronological Resume

- Most common resume type and most preferred by employers

- Lists work experience beginning with most recent job to earlier jobs
- Emphasizes work history

Functional Resume

- Emphasizes skills rather than work history
- To have a successful functional resume, it is important to show how you obtained certain skill sets; this could be through course work, volunteer or leadership experience
- More commonly used if you do not have as much work experience or are trying to get into a new field where you have skills that can be transferred

Hybrid Resume

- A resume that combines the features of a functional and chronological resume
- Summarizes skills or skill sets as well as work experience in a chronological order

Curriculum Vitae

- Recommended for graduate students
- Typically used for academic and medical occupations
- Comprehensive resume that focuses on education and includes training, presentations, publications, research, posters, and conferences

Contact Information

- Include name, address, telephone number, and email address at the top of the resume.
- Increase font size (14 to 18 point) for your name; you can also bold it.
- Use a professional email address.

Professional Summary

- Although objectives are typically unnecessary, if you decide to include one, it should include a short phrase that highlights your career goals and how those are related to the job you are applying for. If your resume shows your skills, accomplishments, and experiences, an objective is not needed.
- Another option is the resume summary, which is a two to four sentence statement that highlights and summarizes your background and skills.
- Objectives or resume summaries can be included for space fillers; however, if you are going to use one of these, it is important to make it pertinent and relatable to the position for which you are applying.

Education

- List academic background in a chronological order where the most recent academic experience is listed first.
- List each degree and date you earned that degree. If still pursuing your degree, list the degree being sought with date of expected graduation.

- Be sure to include a particular major or concentration within your degree.
- Include the full name of the college or university you are attending and its location.
- If your GPA is above a 3.0, be sure to include it.
- It is not necessary to include high school or transfer information unless exceptional accomplishments or experience that is related to the job you are applying for was included.
- If you wanted to list courses you have taken that highlight your academic background for the position, you may include a subheading titled "Relevant Coursework."

Work Experience

- List your job title and name of company on left-hand side of the page; you may also italicize either of these if you wish for them to stand out.
- List the time period of your position using the month and year. For a cleaner look, you can put this on the right-side of the page.
- Use strong, action-oriented words and phrases (see action verb list attached) to describe your experiences. It would be beneficial to include actual phrasing from the job description you are applying for to show how your experience and skills acquired relate to the position.
- Include results from previous experiences and accomplishments whenever possible.

- Include bullet points so information flows smoothly.
- To make it easier for the employer, include more relevant skills at the top of each skill set.

Activities/Honors/Volunteer Experience

- Even if the work is unpaid, if it is related, it is just as important as paid work. Include your relevant leadership and/or volunteer experiences like you would a job. Be sure to include your title, organization name, dates, and important skills.
- Depending on how many you have to offer, you can make a single or separate

section for extracurricular, volunteer, athletic and/or leadership activities.

- You can mention your experiences in more detail if the skills acquired are relevant and would like to be brought up for the position.

Computer/Language/Technical Skills

- List the skills that you have acquired such as language proficiency, computer, technical, laboratory, or others
- Do not include “soft skills” such as communication, leadership, or problem solving. They are too vague to increase the value of your resume.