

RESUME GUIDELINES

The goal of a resume is to get you invited to an interview
On average, employers spend 9 SECONDS looking at a resume at first glance!
Therefore, you have a short time to make a big impression

ORDER OF RESUME INFORMATION

1. Identification

- Bold your name in a larger font than the body of your resume
- Current address and phone number
- Include your e-mail address under your phone number. **DO NOT** use a less than professional email. **DO NOT** use a work email

2. Qualifications Profile

- Create a powerful profile that highlights your value-added skills and qualifications

3. Education

- List degrees/educational institutions in reverse chronological order (most recent listed first).
- Include relevant projects, presentations, coursework, only if they relate directly to the job.
- Each educational entry should identify:
 - Name of institution , Location of institution (town, state abbreviation)
 - Degree received

4. Experience

- List most recent experience first.
- Employer (name, city, state abbreviation, and country if not U.S.)
- Dates of employment, state month and year. Be consistent with style throughout
- Title
- Important tasks/assignments performed and a brief description of relevant accomplishments (by order of importance)
- Stress your accomplishments using action words such as (“successfully implemented”; “resulting in” or “facilitating its growth”)

5. Professional Development, Affiliations, Associations and Community Service

6. Professional Skills

7. Honors/Awards/Membership

- Honors and awards that are directly related to your education may be listed under the educational institution



Your resume represents you on paper or via email – the knowledge, skills and experiences that have prepared you for the job(s) you are applying for. You have to make it reader-friendly and as easy as possible for employers to find the most important information. Keep it to one page, two at the most.

There are many helpful websites where you can find extensive detail on how to write a good resume as well as examples of the different kinds of resumes.

One of our favorite sites is:

<http://www.lafollette.wisc.edu/careerdevelopment/handouts/resumeguidelines.pdf>

You will find some very practical advice on the do's and don'ts of good resume writing and samples of different forms of well written resumes. It also includes a list of action verbs.

One very important thing to remember in today's world is that potential employers will often check a candidate's social media sites so when you are posting keep in mind what you would or would not want an employer to see.

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