

## RESUME KEY POINTS & TIPS

*On average, employers spend less than 10 seconds looking at a resume. Make yours stand out!*

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- Resume should be professional and easy to read.
- Organize information in reverse chronological order.
- Be consistent with the format (bold, italics, etc.).
- Avoid personal pronouns (I, me, my).
- Customize resume for each position applied for to make relevant to individual job.
- Easy to read font such as times new roman is recommended.
- One page is preferred, be sure to fill the white space.
- Begin sentences with action words- see list for suggestions.
- Use correct tense when describing activities.
- Proofread multiple times to eliminate misspellings & grammatical errors.

## BUILDING YOUR RESUME

### HEADING

- Include your name, address, phone (with area code), & email address.
- Use the same heading style for all pages of resume packet: cover letter, resume, references.

### EDUCATION

- Name of School, City, & State, Dates Attended, Degree
- Reverse Chronological (most recent degree awarded and work backwards).
- GPA is optional, recommended if 3.0 or higher.

### EXPERIENCE

- Job Title, Name of Employer/Company. City & State, & Dates Employed.
- Bullet point skills, achievements/accomplishments using action words.
- Reverse chronological (most recent and work backwards).

### CERTIFICATIONS/SKILLS

- Professional certifications including dates of expiration
- List State if certification is State specific.
- Include interpersonal skills you have that are relatable to position.

### ACTIVITIES & COMMUNITY SERVICE (OPTIONAL)

- List activities involved in outside of work (community service, extra curriculums). Include role, hours involved, etc.)
- List activities that demonstrate qualities such as leadership, initiative, communications skills.
- Format section same as experience (Role, Organization Name, City, State, Dates Involved).

### HONORS & AWARDS (OPTIONAL)

- Identify award, organization, qualifications.
- Use same format as experience for consistency.

### REFERENCES

- It is not necessary to state "references available upon request." Employers will ask if needed.
- Create a separate reference page including each reference's name, title, address, email, & phone number to have available.