



RESUME BASICS

- Create your resume using a Microsoft Word file or Google Doc.
- Build a 1-page resume if you're a student or recent graduate. Go with 2 pages if you have a longer career.
- Never use pronouns in a resume (e.g. I, my, our).
- Make sure your resume includes a Heading, Summary, Work Experience, Education, and Skills

HEADING

Your Heading should be at the top of your resume. It includes your name and contact information

- Be sure to make your name bigger than everything else. Use 16-point font or above.
- Put all of your contact info on a single line, separated by spaces.
- Your contact info should include email address, a LinkedIn website (if you have a LinkedIn account), phone number with area code, and your city, state, and zip code.

SUMMARY

Below your heading, write a sentence or two that summarizes who you are and what you're offering.

- (See "Summary Statement" worksheet for guidance).

WORK EXPERIENCE

Work Experience contains any work you've done, whether paid or unpaid

- List your work experience in Reverse Chronological order. That is, your current or most recent work experience should be at the top of the resume and your oldest experience should be at the bottom.
- Each entry in your work experience should contain the company's name, the city and state the company is located in, your job title, and the dates of your employment.
- Include 2-5 bullets about what you did in each role. (See "Accomplishments" worksheet.)
- Start each bullet point with an action verb. (See "Action Verbs" Worksheet for Help.)
- Speak in *present* tense for bullets in current roles (e.g. Support, Assist, Provide).
- Speak in *past* tense for bullets in past roles (e.g. Supported, Assisted, Provided).

EDUCATION

Education includes any degrees, certificates, and training you have completed or are working toward.

- For each credential, include the name of the credential/degree/certificate and the institution.
- Included the date you received the credential if it's within the last 5 years.
- If you are a current student or if you graduated within the last 2 years, your Education section should come *before* your Work Experience section.
- If you've been working for more than 2 years, your Education section should come *after* your Work Experience section, toward the bottom of the resume.

SKILLS

The Skills section can include computer skills, people skills, industry expertise, and personal attributes

- (See "Skills" worksheet for guidance.)