

Resume Tips

Developing Your Resume:

- There are different resume styles – chronological, functional, and a combination of chronological and functional. Discuss with a Career Counselor which style might be the best fit for you in relation to the position(s) you're applying for.
- You do not necessarily have to list every work experience you have ever had on your resume. You may just want to list the most related work experience. Discuss your experience with a Career Counselor to determine what information should be included on your resume. Please Note: Information you include on your resume can vary based on the position you're applying for.
- Employers want to know how your past experiences relate to the internship or job you are seeking.
- Use the actual internship or job description, as well as resume tips and sample resumes, to guide your content.
- Describe your skills, knowledge, experiences, and/or accomplishments in a way that the employer can understand what makes you a good choice for the desired position and environment.
- The phrase "References available upon request" does not need to be included on your resume. However, remember to create a **reference list** to provide to employers when appropriate.
- Avoid using a template format. Create your own format in a Word document. Also note, using tables can sometimes make it more difficult to make changes/revisions to your resume.
- Within each section, list information on your resume from most recent to least recent (jobs, education, activities, etc.).
- Personal information, such as date of birth, marital status, ethnicity, etc., does not need to be included on your resume. GMAT and TOEFL scores do not need to be included either; however, employers may request that information in a separate document.
- The words "Resume" or "Curriculum Vitae" do not need to be included on your resume.
- Your resume should be organized in a neat, consistent, and orderly fashion. It should be attractive to the reader and easy to read.

Resume categories may include:

Contact Information

- Name, address, home phone, e-mail, possibly URL and cell phone
- Include current contact information and permanent contact information, if appropriate

Objective or Summary

- What do I want to do and what do I have to offer? *Focus on what you can contribute to the employer rather than what you hope to gain.*
- What strengths am I seeking to use?
- If you omit an objective on your resume, address it in a cover letter.

Professional Summary/Highlights of Qualifications/Summary of Qualifications

- Highlights of key strengths, experience, accomplishments, credentials, personal characteristics, etc. that support your career goal.
- This is optional – may depend on the position and amount of experience.

Education

- Include institution, location, graduation date (month & year OR year only), degree, major/minor/concentration, and overall/major GPA (if above a 3.0). In most cases, only list institutions where you earned or will be earning a degree.
- Relevant coursework, class projects, certifications or training, and study abroad can be listed under Education or as separate headings.
- If appropriate, can add a statement like, “Financed XX% of college expenses working XX hours per week,” or “Worked XX hours per week while enrolled full-time.”

Experience

- Include company/organization, location, job title, and dates for each experience.
- Internship, work (part-time/full-time), paid/unpaid work, volunteer, special projects.
- Can be broken up into different categories, such as Related Experience, Selected Work Experience, Professional Experience, Accounting/Sales/Marketing/Finance/Human Resources Experience, Additional Employment, Internships, Related Projects, etc.
- Emphasize accomplishments, contributions, results, benefits, etc.
- Quantify information, if appropriate (#’s, %’s, \$’s).
- Develop list of job descriptors in order of relevance to the position.

Skills

- Computer, technical, language, or other skills related to the position or career field.
- List skill level such as beginner, working knowledge, fluent, etc.
- *This should not be the only section where skills are listed. Your related skills should be “scattered” throughout your resume, when appropriate. This can be discussed with a Career Counselor.*

Leadership

- Include organization, location, positions held, committee assignments, events organized, dates of involvement, etc.

Community Service/Volunteer Experience

- Include organization, location, dates, and possibly your contribution or role.

Other Headings:

- Honors/Awards/Achievements
- Professional Affiliations/Associations
- Publications
- Presentations
- Training
- Certifications