

Writing Your Resume

What to Include

Heading:

Your name, a professional email address, phone number, and LinkedIn URL (consider using a vanity URL to shorten it. Follow instructions on LinkedIn under Settings.)

Optional: Digital Portfolio URL

Education:

Name/location of institution, graduation year, official degree title/major, and overall GPA, if over 3.0. Spell out the degree name. Use italics or bold to make it stand out.

Experience:

Highlight employment, research, and any volunteer experience with dates.

Break down each position with 2-3 supporting statements including transferable skills or tasks.

Example Verbs

Accounting: Record, Assess, Audit, etc.

Finance: Analyze, Invest, Budget, Evaluate, etc.

Management: Manage, Delegate, Mediate, etc.

Marketing: Assess, Promote, Advertise, etc.

Consulting: Contribute, Motivate, Train, etc.

Public Relations: Publicize, Facilitate, Troubleshoot, etc.

Selling: Handle, Present, Sell, etc.

Optional Sections

Objective: One sentence statement that tells employers about your job interest - be specific

Skills/Certifications: Examples: MATLAB, Fluent in Spanish, Auto CAD, Adobe, etc.

Study Abroad: See sample resumes

Transferable Skills

Transferable Skills: Abilities or knowledge that you developed in one job or experience that can be transferred to another job

When writing about your experiences, start your bulleted statement with a distinct power verb highlighting a transferable skill, followed by the task and ending with results benefiting the organization, customers or yourself.

Example: Restaurant Host or Hostess
Developed a seating chart based on peak hours minimizing wait time and improving table turnover rate
This shows employers you are organized, can maximize time/effort, and recognize business opportunities.

Formatting

Margins: Approximately 0.5- 1.0 inches and consistent on the top, bottom, and sides of your document.

Font Size/Style: Font should be simple and readable and between 10-12 point font

Length: No longer than one page

Templates: Do not use! AI is being used to look at the first round of resumes. The templates are difficult for AI to understand when screening.