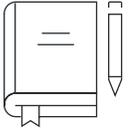


Resume Tips and Best Practices



Resume Sections

- Contact Information (name, address, email, phone number)
- Education
- Academic Honors / Awards
- Work Experience, Professional Experience
- Leadership Experience, Community Leadership (volunteerism), Campus Leadership (clubs and organizations)
- Skills (computer skills, language ability)

Contact Information

- This is your resume's header
 - Make sure your full name is the largest item on the page
 - Use a professional email address (FirstName.LastName@gmail.com)
 - Include your phone number with area code
-

Education

- Put your home institution first. If you've already graduated, put your highest level of education first.
 - Put the month and year you will be graduating or graduated (i.e. Anticipated May 2016)
 - Use your school's official name.
-

Academic Honors/Awards

- List awards & honors in the Education section if they are all school-related
 - Mention how long you have held the honor: for example, "Dean's List (four semesters)."
 - Highlight scholarships – please do not include monetary value of the award
-

Work Experience (or Professional Experience)

- List your experience in reverse chronological order (most recent first)
- List 3-5 bullets per position
- Use present tense for current duties and past tense for past duties



Formatting Best Practices

- Keep your resume to one page
- Make good use of your white space by keeping your margins between 0.5 and 1 inch
- Use a 10-12 pt. conservative font for the body of your resume
- No photos, please!
- Make sure you are consistent in your formatting (for example, use the same font throughout)
- Be consistent in how you format locations and time periods

Leadership Experience (or Community Leadership, Campus Leadership)

- List your experience in reverse chronological order (most recent first)
- List 3-5 bullets per position
- Use present tense for current duties and past tense for past duties

Skills

- Include any computer software or programs relevant to a potential internship
- Describe language proficiency with words like “Basic,” “Proficient,” “Conversational,” “Fluent” or “Native”

