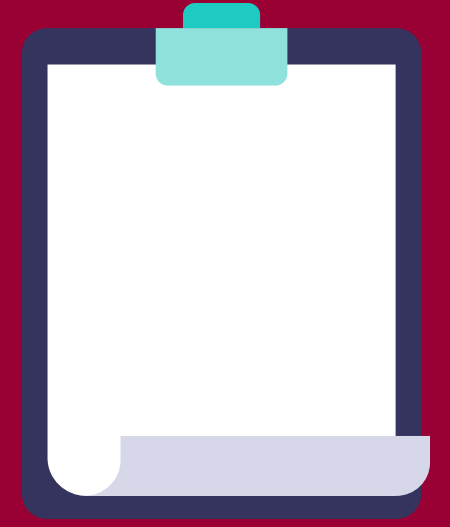# Resume Guide

The resume is an essential part of the job search process. It is used by employers as a screening tool.

Format

- Tailor the resume to the job description
- Name (14-16 font), Text (11-12 font)
- Consistent use of indentation, margins, underlining, capitalization, italics, dates, locations, and spacing
- 1 page (if relevant information is more than one page, must at least 1/2 of second page. Information should be balanced on each page.)
- .5" to 1" margins all around

Name/Contact

- Use same format for reference sheet and cover letter
- If resume goes on second page, list name/contact information in same format as first page

Objective Statement

- Optional, relevant for networking or if not applying for a specific job
- State position looking for, the name of the employer, and skills you bring that match what the employer is looking for
- Specify if you are looking for a part-time, full-time, job or internship

Education

- Highest degree is listed first
- Order: degree, name of college, city, state, and month/year received or anticipated graduation (dates listed on right side of page)
- Subcategories if applicable: scholarships, certifications, honors, special training, study abroad, research, and related coursework

Experience

- May be renamed "Related Experience" with a following section of "Other Experience"
- Order: job title (bold), employer (italics), city, state, and dates worked listed on right side of page: month/year - month/year (or present)
- Bullets: action statement that reflects the contributions and results

Leadership

- Use same format as experience
- May have a separate section for "Volunteer" or put them all within leadership.
- Volunteer activities should be listed as name of activity/event, your role, and month/year (dates listed on right side of page)

Skills

- Includes technology/software
- Languages if multi-lingual
- Example: Google Docs, Sheets, Teams, Classroom, Forms; Microsoft Word, Excel, PowerPoint; Windows OS, Apple IOS, Social Media Apps