

RESUMES

A SNAPSHOT OF YOUR STORY



HEADER

Full name and contact information (email and phone)

Optional: personal website, electronic portfolios, links to professional social media accounts if relevant

EDUCATION

Institution, location, degree, major and graduation date

Optional: study abroad programs, previous institutions, high school, GPA



EXPERIENCE

Communicate your accomplishments and transferable skills. Highlight different themes that are relevant to each role (e.g., Research, Leadership, Volunteer)

BULLET POINTS

Action
Verb

Accomplishment
(what you did)

Method
(how you did it)

Details!
Context!
Results!



SKILLS

Include relevant skills like technical skills, computer skills, languages, and certificates

FORMATTING

Is your resume...

- Easy to read
- Simple, clean font (e.g. Times, Arial, Garamond)
- 10 to 12 pt. font
- 0.5 to 1 in. margins
- Error free (grammar & spelling)
- Devoid of personal pronouns (I, me, my, we)
- Concise
- Reverse chronological
- Tailored to the type(s) of opportunities you are seeking

