

Write A Resume

Your resume is a summary (the big picture) of your competencies and experiences, both paid and unpaid. You may have one or two versions of your resume, but you'll have a customized cover letter for each position. **Here's how you can start your resume from scratch!**

EDUCATION

For current students or recent alum, the education section should come first, with the most recent education listed first. You can include: Your institution and location, your degree, major(s) and, if applicable, minor(s), and your expected graduation date.

Optional: Study abroad programs, previous institutions, high school, relevant courses, GPA

Consider: What do these facts demonstrate about you? How does it add to your candidacy?

EXPERIENCE

Don't just tell the employer your responsibilities - communicate your accomplishments and transferable skills. Can include full or part time work, summer jobs, internships, research, academic projects, campus leadership, volunteer opportunities, etc. You can highlight different themes that are relevant to the role (e.g., Research, Leadership, Volunteer, Community Engagement).

- List experiences in reverse chronological order within each section (most recent first)
- Include name and location of the organization where this experience took place and the title of your role
- Include start and end date for your experience. If it is ongoing, list your end date as "Present"
- Describe your experience in accomplishment statements (bullet points)

SKILLS

List relevant skills, these might range from technical skills, like expertise using a digital tool, to experience-based skills like project management or database design. This section can also include certifications, languages, etc. As this section grows, you may divide it into several distinct skills sections like Software Expertise, Lab Skills, Teaching Skills, Design Skills, etc.