A **resume** is a personal marketing tool that may increase your chances of getting an interview. In an interview you will have the opportunity to further explain what skills and knowledge that you can contribute to an organization while also separating yourself from the competition. We hope that this guide assists you in organizing a well-developed, concise and accomplishment focused resume for your career needs.

Some of the sections most used on a college resume are listed below:

- Education
- Relevant Coursework
- Relevant Projects
- Relevant Research
- Professional Experience
- Work Experience
- Internship Experience
- Leadership Experience
- Activities
- Community Involvement
- Skills
- Awards & Honors
- Certifications

What type of information should I consider for a resume?

Special attention should be given to academic background, paid and volunteer work or internship opportunities. This is also the opportunity to showcase research projects, extracurricular activities, awards and special skills and awards. After a list is made, organize the information into categories while also tailoring the information specifically to the target industry.

How do I develop bullet points?

The most important information on your resume is the bullet points. These points are used to display skills and experience that you employers are seeking. Developing an ideal bullet point takes time and effort; however there is an easy format to follow.

Action Verb + **Core Content** + **Result, Purpose, or Impact**

- **Created** a tutoring/mentoring program **for 20 sixth graders**
- **Raised** **over $1000** for sophomore class for professional attire
- **Organized** a fall run event **that raised over 3,000 for art supplies**
- **Developed** a quarterly newsletter **for sophomore resident halls**

Don't forget to diversify the bullet points and align them with the job description. Make sure you don't repeat yourself even if you have similar experiences across jobs. Focus on a variety of experiences, activities and skills that can display your skills and the connection to the listed job requirements.