

Format, Visual Appeal, & Organization

- Set margins between 0.5 – 1.0 inch
- Choose a font that is easy to read, such as 11-12 point (e.g., Calibri, Times New Roman, Arial, Garamond)
- Consistent use of sizing, bullet points, and styles (e.g., capitals, punctuation, bold, italics, etc.)
- Check grammar or spelling errors
- Dates and locations are on the right side of the page
- Dates are written as with month and year: 08/2020, August 2020, or Aug 2020
- Alignments and indents are neat and consistent

Resume Sections

- Has at least four clear sections, including a Header, Education, Experience, and Skills (May also include other Sections: Certifications/Licenses, Publications, Awards, etc.)
- Name, phone number, email address, physical address (city and state), and LinkedIn on Header
- Listed items within sections are in reverse chronological order
- Resume is customized to job posting, especially for the skills and experience sections
- DO NOT include a photo, date of birth, gender identification, SSN, or other personal information

Education

- Include only postsecondary education
- Use full degree name, not an abbreviation
- List degree/program currently in progress
- Optional: Might include relevant academic honors, activities, and other related information
- Optional: Lists relevant coursework to showcase relevant experience when necessary
- Optional: include GPA if above a 3.0

Skills

- Your skills match the job descriptions or desired industry
- Technical skills and certifications related to the job, such as software, tools, and programming languages
- Indicate level of expertise for each skill (e.g., proficient, advanced, fluent)
- Include languages spoken or other skills needed for the job
- DO NOT list soft skills in this section (e.g., good communicator, hardworking or organized)

Experience

- Experiences with the name of the organization and location (city, state, or country)
- Start and end dates of employment to the right side of the page (month and year)
- Experience is described with bullet points (no more than five for each experience)
- Bullet point starts with an action verb conveying a particular skill (e.g., developed, analyzed, led, etc.).
- Action verbs have appropriate tense (past tense for previous experiences; present tense for current roles)
- Each bullet point has details and an outcome that shows the impact, result, or accomplishment.
- DO NOT use the first person (I, Me, My, etc.)
- Optional: Experiences may be broken up into multiple sections (no more than 2) when necessary to highlight experiences or when professional expertise is limited (e.g., Relevant Experience, Work Experience, Research Experience, Activities, Volunteer Experience, etc.)