

RESUME

TIPS ON WRITING A GOOD RESUME

1

HAVE THE NECESSARY SECTIONS

- Always have education first, then consider Experiences, Activities, Internship Experience, Volunteer Experience, and/or a Skills session
- Can include your certifications, awards, and/or related courses taken.

2

FORMATTING IS THE KEY

- Try to keep your resume to one-page length.
- Use one font type that is easy to read.
- Font size should have a size between 10-12pt.
- Margins should be between 0.5in-1.0in.
- Put experiences in reverse chronological order (newer experiences are at the top).
- Make sure dates and dash are consistent.

3

HIGHLIGHT YOUR SKILLSETS

- Keep resume skills relevant to the job you are applying for.
- Include the "hard skills" (technical knowledge or training you have gained), as well as "soft skills" (personal habits and traits that shape how you work).

4

TELL YOUR EXPERIENCES

- Apply the "STAR" framework (Situation, Task, Action, Result) to describe your experiences
- Quantify your responses and focus on your contribution and achievements.

5

PROOFREAD!

- Make sure your resume has no spelling or grammatical errors.
- "Less is more"---try to simplify your sentences

