

FACT:

Your resume
may be judged in

6 SECONDS.

KEY POINTS

*This guide is designed to help you write a quality resume.
Meet with a career advisor to make a good resume great.*



A resume is a marketing tool, not a history piece.

Rather than retelling your life story, craft your personal sales pitch. Trim judiciously.



Tailor your resume to the job description.

Identify the key qualifications and skills that the employer is requesting. Reflect these in your content.



Limit your resume to one page.

Two pages is only appropriate for those who have enough directly relevant experience.



Pretend you are the hiring manager.

Objectively evaluate your resume. Does your resume look like you meet the qualifications for the position?



What can you include on your resume?

Think beyond your experience gained through jobs. Consider everything you've done that has prepared you for success in the role.

Personal or Class Projects

- ◆ Maintaining a blog or an artistic portfolio
- ◆ App development or undergraduate research
- ◆ Samples of creative writing

Leadership & Engagement Experiences:

- ◆ Clubs, sports teams, or organizations
- ◆ Volunteer work in the community

TIP: Maintain a list of accomplishments that you can use to craft a resume when opportunities arise.

TELL YOUR STORY in a way that strongly communicates your most relevant knowledge, skills and experience. Choose clear, concise phrases with descriptive words to tell a more powerful story.



CREATE SECTIONS in your resume that help you highlight these experiences.

For Example: If you're pursuing programming internships, start with Programming Experience.

Cluster experiences in relevant sections to help illustrate why you are the best candidate.

the NUTS & BOLTS

Effective Descriptions

A well-formatted resume is an important start, but writing effective bullet points is the real difference between the top- and mid-tier resumes. Use statements to tell a story that makes it clear what skills and knowledge can be applied at the employer's organization.

Use strong action verbs in the past tense (present tense for current positions) and provide detail with emphasis on your contributions and outcomes. Focus on skills or characteristics requested in the job description. Write in a concise style that omits personal pronouns (I, my) and articles (a, the).

EXAMPLE:

Resident Assistant, University of Puget Sound

POOR

- Responsible for planning programs and events

BETTER

- Designed programs and events for 50 residents

Consider...

What kinds of programs? What was the purpose?
What was in the impact/outcome?

THE BEST

- Designed alcohol awareness programs and events for 50 first-year residents resulting in lowest number of alcohol-related incidents among all residence halls

**CAREER
ADVISOR TIP:**

Avoid Passive Phrases

- Responsible for
- Assisted with
- Helped with
- Duties included

NOTES ON PAGE LAYOUT:

Margins: Keep between 1" to 0.7" on all sides

Fonts: Size 10-12 with an easy-to-read font

Spacing: Single-spaced is best

Order: List sections in order of importance. List items within in a section in reverse chronological order (starting with most the recent).

Avoid templates! They make your resume look like everyone else's, and the formatting can be difficult to adjust. Start from scratch to stand out from the crowd! (Use templates only for inspiration.) 😊

NOTES ON FORMATTING:

KEYWORDS

A good resume's structure highlights your key information and wisely uses white space to bring out important points.

CONTEXT

When adding an experience to your resume, make sure to provide appropriate context: the title, the organization tied to the experience, the location, and the duration by month and year.

VISUALS

Structuring content in visually appealing ways can help draw the eye to the most pertinent points.

If you are planning to use graphic design skills to develop a creative resume, make sure that your content is prepared and accurate before crafting the document. This way arrangement will be reader friendly with great aesthetics.