

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 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: Maintain 1" to 0.7" on all sides

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

Spacing: Single-spaced is best

Order: List sections in order of importance. List items within 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 your 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.

FORMAT

YOUR NAME

City, State | Phone Number | Email | Customized LinkedIn URL (optional)

EDUCATION

Bachelor of [Art/Science] in [Degree], Expected Graduation Month Year
University of Puget Sound, Tacoma, WA

- Relevant Coursework: List the classes (use the title) relevant to position applying to

RELEVANT EXPERIENCE

Role, Organization, City, ST, Start Month Year - End Month Year

- Action verb + accomplishment + outcome/results
- Use numbers where you can to show the scope of your work
- Highlight the purpose behind your accomplishment to provide context

List Experiences, in Reverse Chronological, Order, Starting with, Most Recent - Least Recent

- Remember these are not full sentences so no need for articles (a, the)
- ... avoid use of pronouns (I, me, my, we, etc.)...
- ... and no need for use of periods at the end of each bullet point

PROJECTS

Title, Class, University, Term

- Your academic work can help to demonstrate you have the knowledge and expertise to be successful in this role
- Consider your process, tools you used, what you achieved, how you presented data or research
- Projects can help to highlight that you have experience leading a team, working within a team, goal setting, project management, as well as working with the material/subject matter

LEADERSHIP & COMMUNITY INVOLVEMENT

Role, Organization, City, ST, Start Month Year - End Month Year

- If you're no longer in this position, use past tense for your action verbs
- If updating your resume to apply to a specific role, only include bullet points that would be important for a future employer to know and that relates to the job
- If this is very relevant to the position you're applying for, you might want to include it in your main experience section

OTHER EXPERIENCE

Role, Organization, Location, Start Month Year—End Month Year

You Might Include Things, You Have Done, But May Not Be Pertinent to the Role Applying For

SKILLS

Software: Only list hard skills, soft skills like communication should be shown within the above bullet points, software can include proficiency in Microsoft Office (if job description lists this as a requirement)

Languages: Only include languages fluent or proficient in (no need to include English if the document is written in English)

Lab Techniques: If applying for research opportunities or lab technician roles, this may be its own section, otherwise only include if relevant to the position

Programming Languages: If you have a strong proficiency in programming languages list here, starting with the language you have the highest skill in.