RESUME BASICS CHECKLIST

On average, 118 individuals apply for any given job. Of those 118 applicants, only 20% are invited to interview. Follow these guidelines to make your resume stand out for the right reasons!

WHAT IS A RESUME? A resume is a document used when applying for professional and academic opportunities: jobs, internships, co-ops, honor societies, and more. Your resume should be *targetted* to the specific opportunity at hand, meaning the information included in your resume should be relevant to the position to which you are applying. Consider creating a fresh version of your resume for each application such that its content is clearly tailored to that opportunity.

FORMATTING

- **Margins:** Between 0.5 – 1".
- **Font:** Between 10.5 – 12pt; only use simple one font throughout.
- **Name:** No larger than 22pt font.
- **Graphics, shapes, and figures:** These distract employers from your valuable experience.
- **Reverse chronology:** List your information such that the most recent information appears first.

WHAT TO INCLUDE

- **Contact information:** Name, telephone number, professional email address, and mailing address.
- **Education:** University name, location of university, full degree title, GPA (if above 3.0), graduation date.
- **Experience:** Organization name, location, job title, months/years of employment.
- **Skills:** Only include <u>hard</u> skills, like programming languages, technical skills, and languages. Avoid listing skills in this section, such as interpersonal skills, organizational skills and professional qualities.
- **Awards and Honors:** Scholarships, professional and academic awards, honor societies, etc.
- **Relevant coursework:** Only coursework directly relevant to the opportunity at hand.

WHAT TO AVOID

- **References:** There should be no mention of references, including, "References available upon request" on your resume. The organization will request a separate document for your references' information.
- **Personal pronouns:** "I," "me," "we," etc., are implied.
- **Spelling and grammatical errors:** Have a trusted individual scan your resume for typos.
- **Cliches:** Organizations are not impressed when you describe yourself with read tired phrases, such as "hardworking," "team player," "results-driven," and more.

Still need assistance? Schedule an appointment today!