

# Before You Start on Your Resume. . .

## Typical Resume Format

**Header:** This should ALWAYS include your Name, Address, Email and Phone number. Remember to make your name 1-2 font sizes bigger than the rest of your header and use a professional email address. Consider including a permanent address as well.

**Objective:** These are a personal choice. If you are going to have an objective make sure it is detailed and specific. General objectives are often just a waste of space. Special note for internship resumes – make sure and put in WHEN you want the internship to take place (i.e. summer, fall, spring) and the year.

**Education:** You don't want a potential employer to have to search for your education so keep this format as standard as possible. Standard format includes: name of institution, name of degree, minor or concentration, anticipated graduation date, and GPA if over 3.0. You only need to include institutions where from which you received a degree and **do not** need to put how long you attended.

**Course Highlights:** These are best for internship seekers, especially if you do not have any work experience related to your field. Individuals also seeking full time employment not directly related to their major may want to add relevant coursework in this section.

**Experience:** This is the “meat” of your resume. You can divide this in many different ways (see other examples in this book) but you want to always put your experience in REVERSE CHRONOLOGICAL order – From you most current job to least. Bullet points are preferred versus heavily worded paragraphs – bullets are easier to skim quickly. 3-5 bullets per job are considered the norm.

**Other Headings:** If you have room, headings such as ACTIVITIES, LEADERSHIP, or VOLUNTEER WORK may be added.

**Interests:** This section should only be added if it 1) is related to career choice or 2) shows something different or unique about you that you want to interviewer to know. An “interests” section is more acceptable in certain professions/career fields. Do some research to find out if your field is one that prefers an interest section.

***TIP:** Things like dates and titles should follow the same format throughout. Make sure and line up your text and use the same tabs, margins, and bullets through your entire document.*

## Bullet Points

Students often tell us that writing bullets is the hardest part of a resume. When writing bullet points it is important to go beyond just your “duties” at a job. One way to do this is to think of the “5 W’s and an H” rule you learned in school.

**WHO** – Who did your job help? The company? Clients? Customers?

**WHAT** – What happened with the results of the job? If you did research, was that information published? If you had to do a report what was done with that information?

**WHEN** – When did this happen? Daily? Weekly, Monthly? Talking about how often you did something is an easy way to show productivity in your job.

**WHERE** – Where did your duties occur? Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?

**WHY & HOW**– Why did you do this? How did your job duties help or add to the organizations ability to function.

Another important thing to remember is to **QUANTIFY**. Adding numbers – whether it be money, number of times you did something, or how much of something you accomplished – shows productivity. **PRODUCTIVITY IS ALWAYS TRANSFERRABLE!**

***TIP:** If you get really stumped on how to write your bullet point break it down into it's basic duty and use the "**Power Verbs**" section in this book to get your self started. (example – if your duty was about communication then you go to that section and pick the appropriate word to start your bullet point.)*