

# Helpful Hints for Writing a Resume



Think of your resume as a “snapshot of you” which can make the difference between getting your resume noticed or having it tossed aside. Your resume should provide potential employers with information capturing your accomplishments as well as your potential as an employee. Here are some suggestions to help you create a picture perfect resume:

- For many people, one typed page will be sufficient. Your resume should not be a detailed biography of your life, but rather a “snapshot” capturing your education and pertinent experiences. Try reducing the margin or font size to fit your resume on one page.
- Highlight your achievements and accomplishments. For example, if you received good grades, include it. Think in terms of transferrable skills.
- Keep your resume professional, not personal. Do not include personal information (e.g. number of children you have, social security number - unless specified by the employer, a picture of yourself, etc.).
- Write an “Objective”. This sets the theme for your resume and lets the employer know exactly what position you are seeking. Everything on your resume should help to support your objective.
- Make your headings stand out by using an adjective to describe each heading (e.g. Professional Internship, Banking Experience, or Counseling Experience)
- Include any relevant part-time, volunteer, or internship experiences. Just because you may not have been compensated, you still gained valuable experience that employers should know about. Again, think of transferrable skills.
- Your resume should flow from most important to least from the top to the bottom, as well as from left to right. This is how we read, so it makes sense to place important information where it will be noticed! Therefore, do not put dates on the left side of your resume.
- Avoid abbreviations (unless VERY well-known, for example, CPR. State abbreviations are acceptable as well), spell out dates and the degree you received.
- Be consistent. Make sure information flows consistently and use past tense action verbs to begin each bullet point.
- Have someone check your resume that can provide unbiased, constructive feedback.
- Do not copy your resume! Your resume must reflect YOU, no one else. You will be in the interview, and employers will be able to detect if your resume does not reflect you in person.
- Check and re-check grammar, spelling, spacing, etc. Your resume should be error free. When you type words in all caps spell check will not pick those words up if misspelled.
- Personalize your resume, but do not go overboard. Again, you want your resume to be professional, but stand out. Avoid templates, they will look like every other resume. Try making your name stand out by increasing the font size, or by using a different font.
- **Contact your Career Center whenever in doubt!**

