RESUME WRITING

OVERVIEW

The resume is your most important job application tool. Your resume should effectively summarize your education, job experiences, and accomplishments in a way that demonstrates your qualifications for the type of position you are seeking. Your resume may contain a variety of sections, but should always include the following sections: *Contact Information, Education, Work Experience, and Accomplishments/Awards.*

CONTACT INFORMATION

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💬 Career Development

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TIPS TO FOLLOW

In developing a resume, you are encouraged to:

- Pay careful attention to spelling, grammar, punctuation, and writing style.
- Organize information in a logical fashion.
- Keep descriptions clear and to the point.
- Use a simple, easy-to-read font.
- Use high-quality resume paper that is white or off-white.
- Do not print on both sides of a page, unless asked to do so.
- Include your references on a separate page.
- Remember, your resume is your introduction to who you are, and what skills you offer an employer.

RESUME DO'S AND DON'TS

Do:

- Use action verbs
- Use an easy-to-read font, 10-12 pt.
- Use short phrases, rather than long sentences
- Ensure your resume is free of spelling and grammar errors
- Have your resume critiqued
- Customize your resume to each position you apply for

Don't:

- Rely on spell check to catch typos
- Use abbreviations
- Use a header
- Include personal information, such as marital status or age
- Use personal pronouns (e.g. "I", "my", or "me")