

5 SIMPLE RULES FOR A WINNING RESUME

EFFECTIVE RESUMES ARE...

- Concise
- One Page
- Meaningful
- Edited
- Readable

CONCISE

- A resume is not a list of everything you have ever done
- Ask yourself: what are the skills, experiences and credentials that an employer would want to see from a top candidate?
- High school information can be dropped unless you are seeking a position where it would be an advantage (can be useful in hometown politics).
- Lose the Objective. That's what the cover letter is for.
- Keep the main headers simple: Education, Experience, Leadership & Activities, and Skills.
- Include your GPA if it is 3.4 or above, otherwise, don't include it.

ONE PAGE

- Not two pages.
- Not one and a quarter pages.
- Not half a page.
- One page. No more no less.
- References should appear on a separate stand-alone page and should not be included in the same document as the resume.

MEANINGFUL

- Focus on meaningful experiences relevant to the employer
- Not all meaningful experiences are paid;
- You don't necessarily have to present your experiences in chronological order
- Bullets should only be included when they provide meaningful details
- Your address says something meaningful about you. As does your voice mail and e-mail address.
- Focus on Meaningful Skills (Microsoft Office is not a meaningful skill)

EDITED

- Sleep on it. Take a second look after taking a break.
- Edit a hard copy.
- Get several people to weigh in – a friend, a professor, a parent
- Consult a list of action words for resumes
- When targeting a specific job, review the job announcement
- Past tense for past experiences; present tense for current experiences
- Keep your Linked-In account updated and edited as well!

READABLE

- Professional Font
- 11 or 12 point font; 1/2 inch to 1 inch margins
- Consistently formatted
- Send only in PDF format
- Use spaces and tabs appropriately to ensure consistent formatting
- Pleasing to the Eye but NOT overly complicated or artistic
- No Colored Fonts or Backgrounds. Black and White only.
- White Space is your Friend

RESUME ENHANCERS

EXPERIENCES

- Internships
- Undergraduate Research
- Relevant Coursework
- Relevant Volunteer Experiences
- Study Abroad

SKILLS

- Language Skills
- Statistical and Analytical Skills
- Computer Management and Web Design
- Specialized Certificates

RESUME KILLERS

- Misspellings
- Typos
- Exaggerating your skills
- Misleading the reader about the status of your education (use expected or anticipated)
- Unprofessional presentation
- Outdated Contact Information