

Resumes

General overview

- Resumes are intended to provide a brief overview of you as a candidate (Think of them as a restaurant menu for your experiences.)
- These documents are typically only 1 page long
- Resumes use headings, indents, and bullet points to organize experiences into sections that can be easily skimmed

Basic structure

- Contact information (in header, includes phone number, email, website, etc.)
- Education (highest degree first, descend from there; GPA optional)
- Employment experience (Use your job titles to head each new entry in this section)
- Volunteer, leadership, or service experience
- Skills/languages/certifications (usually included in more technical fields)

Document design

- The most important or impressive sections of your resume should go towards the top, the rest of the sections follow in descending importance
- Entries within each section usually follow reverse-chronological order (most recent first)
- Use only one font, and make sure it is easy to read
- Use consistent bolding, sizing, underlining, and italicizing patterns throughout; the logic of your formatting should make sense at a glance
- In English, people read top to bottom, left to right, so front load the most important elements in that order: dates on the right, job titles/degrees earned at the top of each entry on the left, bullet points are indented below, and so on
- Can include QR codes to your website, portfolio, or Youtube resume.

Descriptive bullet points

- All points should start with action verbs; and all points for past employment should be written in the past tense
- For best readability, bullet points should not wrap onto a second or third line
- Try to show the significance of what you did
 - Instead of writing: “Entered data into Excel spreadsheets”
 - Write something like this: “Compiled information for financial reports”