

Resume Writing

Format:

- Limit the resume to two pages, if at all possible.
- Use white, gray or cream paper stock with black ink.
- Body text should be 12 pt. font to make it easier to read.
- Do not exceed two font styles.
- You may boldface, use upper cases, enlarge or underline section titles for emphasis or variation.
- Use ragged right margins. Extensive copy is easier to read when not right-margin justified.
- Repeat your name on header of each page. (*Pages sometimes get mixed up in resume reviews, so you don't want someone else credited with your accomplishments.*)
- Insert page numbers at bottom.

Content:

- Sections should include: Education; Certification/Licensure; Professional Experience; (most recent to oldest in order); Publications, Honors; Special Skills (languages, computer software, etc.); Volunteer Activities; and References.
- The Goal Statement is optional and redundant of cover letter verbiage in most cases.
- Read and re-read each position advertisement.
- Follow directions carefully and completely.
- Vary the detail you use in your job descriptions to match the position you are seeking.
- Make use of active never passive verbs. EX: “directed,” not “was responsible for...”
- Use strong verbs.
- Employ a thesaurus to avoid repetitious word usage.
- Use active tense for current position; past tense for previous ones.
- The resume is a document in which sentence fragments are allowed: “I” is understood.
- Review spelling and grammar. Remember that spelling and grammar software will not catch all typos. Do not automatically trust grammar software.
- Double check your references’ titles as well as their contact information (postal and email addresses, phone and fax numbers).
- Call your references every time you apply for a position and provide them with info on the position as well as a copy of your most recent resume.
- Sleep on the content of your resume and re-read it a day or two later to check for typos, spelling and grammar errors, and for the sense of the verbiage.
- Ask a person whose writing skills you trust to check it again.
- Do not – for any reason – “enhance” experience or education.

NAME

Address

City, State, Zip
Email

Phone

EDUCATION

Degree/Major, School Name, Location, Date

Degree/Major, School Name, Location, Date, Thesis Title

EMPLOYMENT (list from the most recent to oldest)

From- Title, Employer, Location (Boldface or Italic for emphasis)
To Short description of activities and responsibilities.

From- Title, Employer, Location (Boldface or Italic for emphasis)
To Short description of activities and responsibilities.

From- Title, Employer, Location (Boldface or Italic for emphasis)
To Short description of activities and responsibilities.

PUBLICATIONS

AWARDS AND/OR FELLOWSHIPS

OTHER (VOLUNTEER) EXPERIENCE

SPECIAL SKILLS (not MS Word, but special software, language or other skills)

REFERENCES