

Do not duplex or staple actual resume!!
Use a paper clip (avoid colored/cute clips).

Resume Tips

FIRST AND LAST NAME

Address • City, State Zip • Phone • Email

PROFILE OF SKILLS:

Short, action statements that highlight your talents and abilities. Examples: Strong Computer Skills • Highly Motivated • Fluent in Spanish • Ability to Multitask • Willing to Relocate • Artistic

EDUCATION:

Dates	College/University (Most Recent Education First) (List major and GPA if 3.0 or higher)	City, State
Date	Other Educational Institution Associate Degree: List Degree and Major High School (Optional-Only Include if will help get job. Ex. Job is in town where you attended)	City, State

EXPERIENCE: (Remember, these don't necessarily have to be paid positions. May include internships)

Dates	Organization Position <ul style="list-style-type: none">List 2-4 duties in this position and use action verbs to describe dutyIf job is present job, use present tense, if in past, use past tense	City, State
Dates	Organization Position <ul style="list-style-type: none">List 2-4 duties in this positionIn related experience section, list jobs related to the position you seek	City, State
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HONORS & ACTIVITIES (shows you are well-rounded, list 4-8)

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- Awards and Honors Received
 - Special Training/Certifications and Volunteer Experience
 - Organizations/Associations involved in and leadership roles
 - Social Sorority/Fraternity, Honor Society, Professional Groups, etc.
 - Athletic Team(s) (shows leadership ability)

Notes: -Choose another font besides Times New Roman (the most overused font!)
-Customize resume to position you are applying
-There is no magic to the order of the resume...list most important items first
-Use same bond paper (white, cream or grey) for resume, references and cover letter

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REFERENCES: (List References on Separate Sheet with same header as resume)

Title, First and Last Name

Association to You, i.e., Supervisor, Professor, Mentor

Organization

Address

City, State Zip

Phone

Email (include email only if you have emails for all references)

Title, First and Last Name

Association to You, ie, Supervisor, Professor, Mentor

Organization

Address

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Phone

Email (include email only if you have emails for all references)

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Organization

Address

City, State Zip

Phone

Email (include email only if you have emails for all references)

General Rules for References:

- At least 3 and maximum of 6
- Always ask a person before including him/her on a reference list!
- Keep your references updated on your employment. If, after a few years you are back on the job market, send references an email to:
 1. Make sure they are still willing to be a reference
 2. Let them know that you're looking (this way, if they get a call from an employer for a reference, they won't be caught off guard!)
 3. Ask if they know of any employment opportunities
- 1-2 Supervisors/Current or Former Employers
 - Listing a current supervisor is a plus! Shows the employer that he/she is in support and knows that you are searching for employment)
- 1-2 Professors and/or your academic advisor
- 1 mentor (optional)
- Avoid personal references!
 - Do not include parents or relatives unless it's a family business.
 - It's normally a given that a family member will give a good reference, so including a family member weakens the reference.

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Date
(3-5 Blank Lines)

Notes:

Be sure that your header is identical to the header of your resume. This provides consistently, and it's easy to identify all of your documents!

Font type and size in body of letter should match font type and size in resume.

Prefix First Name Last Name
Title
Company
Address
City, State Zip

(Double space)

Dear Name: (addressing letter to specific person as opposed to "Dear Sir/Mam/HR Manager" strengthens letter.)

(Double space)

Paragraph One. State Your objective and mention the job position by specific title or by department. Express your interest in applying for a particular position or in researching any possible availabilities. If someone referred you for the position, be sure to mention his/her name in first paragraph.

(Double space)

Paragraph Two. Give a brief summary of your education, qualifications, skills and experience. Demonstrate how your qualifications, skills and experience related to the job. Mention unique attributes that set you apart from the competition.

(Double space)

Paragraph Three. Express an interest in learning more about the company and the job. Request an interview. Include, "enclosed is my resume for your review."

(Double space)

Sincerely,

(Triple space) (Your Signature. Don't forget to sign the letter with a blue/black pen in your own handwriting)

Type Your Name

(Double space)

Enclosure (if including resume, always include "Enclosure" here)