

Purpose for Resume: - To Get You the Interview

Page Style:

- Margins: - anything between .5” – 1” top and bottom and sides
- Font size – not smaller than 12
- Font style – any of the following are acceptable:
 - ✓ Arial
 - ✓ Book Antiqua
 - ✓ Calibri
 - ✓ Cambria
 - ✓ Garamond
 - ✓ Times New Roman
 - ✓ Verdana

Checklist of Sections to Include:

- Personal Information
- Education
- Internships – (Responsibilities and Achievements)
- Work Experience - (Responsibilities and Achievements)
- Scholarships, Honors, Awards
- School Projects/Competitions
- Professional Associations
- Computer Skills

Reminders:

- Use Action Verbs
- Include Valid Contact Information
- Spell Check/Grammar Check
- Use Bullet Points
- Use 1st Person
- Keep Length to 1 Page

Jane Doe
1234 Main Street
City, State
(111) 111-1111

LinkedIn address
Website Link (only if directing to
portfolio of work)

EDUCATION:

Name of School, Degree Received, Date (include month and year of graduation)

Example:

University of Colorado Colorado Springs June 2016

MBA - Human Resource Management/ Organizational Development (grade point)

(Note: Only list grade point if above average or if the job description requires a minimum grade point.)

INTERNSHIPS: (If any)

Example:

XYZ Company Summer 2015, 2016

(Note: Include dates, if worked two summers at same company combine assignments as in the example.)

A \$4 billion dollar equipment manufacturing company.

(Note: Include size of company and description of what the company does in one line blurb.)

Mechanical Engineer Intern (list title of position)

Responsibilities:

- Collaborate with other mechanical engineers in designing a widget to enhance production equipment.

Achievements:

- Executed multiple design calculations and contributed to selecting best process.
- Developed protocols to be used in the design.
- Authored PowerPoint presentation and delivered to management.

(Note: No achievement is too small at this point. Include more achievements than responsibilities. Use action verbs.)

WORK EXPERIENCE: (If any)

Example:

University (or name of company) Part time during school

Student Financial Aid Office (or one line blurb about the company, see above)

Customer Service Representative

Responsibilities:

- Aid students with financial aid paperwork.

Achievements:

- Delivered outstanding customer service to fellow students.
- Accurately filed employee paperwork in a timely manner.

(Note: No achievement is too small at this point. Include more achievements than responsibilities. Use action verbs.)

SCHOOL PROJECTS/COMPETITIONS: (If any)

This section is especially important if you don't have any internships or work experience. Here you want to list any projects you worked on during school in your classes that relate to the job. Also list any competitions you participated in, if any.

(Note: If you don't have any internships, work experience, competitions, or projects, list the course work in this section that is applicable to the job you're applying to. Entitle this section 'COURSE WORK'.

SCHOLARSHIPS, HONORS, AWARDS:

In this section list any scholarships you've been awarded.

List all the honor societies you've been inducted into both from high school and college.

List any awards you've received both from high school and college.

PROFESSIONAL ASSOCIATIONS:

Example:

Society for Women Engineers – University Chapter President

University Debate Team

(Note: Don't include any personal associations.)

COMPUTER SKILLS:

List any computer skills. *Example:* MS Office to include Excel, Word, and PowerPoint.

List if you have experience with Microsoft Outlook

For Software Developers or anyone who uses different languages, platforms, databases, etc. List each item and then next to it the number of years you've had experience with it.

Example:

C++ - 4 years

Or

C++ - for class only

DO NOT LIST ANY PERSONAL INFORMATION