

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
- Work Experience (Responsibilities and Achievements)
- Computer Skills

Reminders:

- Use Action Verbs
- Include Valid Contact Information
- Spell Check
- Grammar Check
- Use Bullet Points
- Use 1<sup>st</sup> Person
- Match Responsibilities and Achievements to Job Description
- Keep Length to no more than 3 pages

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

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

## EDUCATION:

School Name, Degree Received, Date (year only)

## WORK EXPERIENCE:

Name of Company (Dates – Month, Year)

One line blurb about the company. *Example:* Fortune 500 medical device manufacturer.

Title

Responsibilities:

(Note: only list 3-5 and match them to the job description)

*Example:*

- Design of xyz widget.
- Strategic leader for operations.
- Using C++ to develop code for the new zoom product.

Achievements:

(Note: list more achievements, use action verbs, quantify results, and match to the job description)

*Example:*

- Engineered the xyz widget using best engineering practices and exceeded development deadlines by 30%.
- Restructured operations to enhance revenue growth by 25%, increase customer satisfaction by 30%, and reduced costs by 23%.
- Designed a user interface that allowed better interaction with customers. Customer satisfaction rose 20%.

(Note: Don't list all your achievements. Match them to the first 2 or 3 bullet points on the job description. Normally the first 3 bullet points are the heart of the job. Once you get in the door, you can wow them with more achievements.)

Reason for Leaving: Relocated

(Note: If you have multiple jobs include the reason for leaving.)

## COMPUTER SKILLS:

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

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

**DO NOT LIST ANY PERSONAL INFORMATION**