

Writing your Resume



What to Include

Heading

This information allows employers to make contact

Your name, professional email, and phone number should be included

Optional: LinkedIn and Digital Portfolio

Education

Name/location of institution, graduation year, official degree title/ major (if applicable), and overall GPA

Experience

Things to highlight: employment, research, any volunteer experience with dates

Breakdown each position with 2-3 statements addressing transferable skills or tasks

Formatting

Margins: Consistency on the top, bottom, and sides of your document. Approximately 0.5- 1.0 inches

Font Size/ Style: Font should be simple and readable and between 10-12 point font

Length: No longer than one page

Templates: Do not use

Optional Sections

Objective: One sentence statement that tells employers about your job interest

Skills/ Certifications: Examples: MATLAB, Fluent in Spanish, Auto CAD, Adobe, etc.

Study Abroad: See resource entitled "Resume x Study Abroad"

Transferable Skills

Transferable Skills: Abilities or knowledge that you developed in one job or experience that can be transferred to another job

When writing about your experiences, you will write a statement starting with an action verb highlighting a transferable skill or task

Example: Restaurant Host or Hostess
Developed a seating chart based on peak hours to minimize wait time

This shows employers you are organized, maximize time/ effort, and recognize business opportunities

