

# Resume Tips



Your resume is the roadmap for our recruiting and hiring teams to interpret and access your career progression and qualifications at a quick glance. Remember this document sets the stage for our first impression of you and can help you stand out as a top contender in an overall applicant pool. Below is an outline of helpful pointers to keep in mind when preparing a resume for submission.

## Sections to Include

- 1. Contact Information**  
Full name, phone number, and email
- 2. Education**  
Name of school, degree, and major (if applicable). If you are a recent graduate or still in school, feel free to call out your GPA.
- 3. Professional Certifications**
- 4. Work Experience**
  - List the company name and your job title
  - List start and end dates for each position held
  - Include relevant hands-on experience and projects
  - Keep descriptions of your skill set concise and relevant
  - Use action verbs to help demonstrate your contributions
  - Quantify/qualify your achievements and results to demonstrate professional impact (e.g., Increased x because of y)
  - Include awards and/or honors that set you apart
- 5. Technical & Software Skills**
- 6. Memberships in Professional Organizations**
- 7. Volunteer Opportunities**

## Reverse Chronological Order

List career history in reverse chronological order. We are looking to interpret your career progression, aiming to gain an understanding of your most recent experience as well as the history leading to your most recent position.

## Bullet Point Format

Keep in mind that we are typically scanning your resume for specific keywords that are often pulled directly from the job listing. Arranging your resume in easy-to-read bullet points allows for these attributes to stand out more easily.

## Consistent and Easy-to-Read Fonts

Think like a recruiter! Using relevant and bold resume headers will also help to make your information easier to scan and interpret.

## Editing

Be sure to proofread your resume and spell check. Having a second set of eyes from a peer is not a bad idea either! This is our first impression of you and shows us that you are detail-oriented and strive for accuracy.

## Customize to Job Listing

We are reviewing your resume in comparison to the specific job listing you have applied for. Feel free to tailor your resume to speak to the points contained within the listing to further demonstrate your skill set match, utilizing examples that demonstrate the qualifications outlined. Be sure to speak to your authentic hands-on experience.

## Resume Templates

Visit our Events & Resources page for experienced career resume and student resume examples.

