

## **Resume Quick Tips Sheet**

### **CONTACT INFORMATION – TOP OF PAGE**

- Located at the top of the page: contact info should not be more than 2 or 3 lines
- First and last name: recommend Size 12 bolded, no larger than Size 14.
- Address: Optional.
  - Including an address is a practice from times when employers “wrote back” to a candidate
  - Addresses take up space on a critical resume
  - Recommend using if it is important to show your proximity to a work location
  - Keep in mind that many roles are virtual, and address is therefore irrelevant
  - Know the Application will hold your address
- Phone number: include area code and avoid parenthesis. Recommended format: 111-222-3333
- Email address: recommend a derivation of your name that makes a professional impression
  - Having your first and/or last name in your email address is a subtle reminder of “you” to a reader
- LinkedIn Profile link: Optional yet popular. Provides Recruiters/Hiring Managers opportunity for more info

### **PROFESSIONAL SUMMARY OR PROFILE**

- Provides a high-level summary of your resume content - consider it the handshake to the reader
- Should be targeted and customized toward a specific position or career field
- Incorporates top skills and knowledge aligned with the position/job of interest
- Value added for employer - inherently shows “you” are a suitable candidate

### **EXPERIENCE**

- Provide the full name of the company or organization: bold the name (no italics – bold only)
- State where the company/organization is located. City can be provided however State is sufficient
- Dates each position was held: Year – Year is acceptable and very clean looking. If you worked under one year, this can be explained during an interview. Month/year to Month/year also acceptable, not easy to skim
- Title of position: always bold the title
- Action skill bullets emphasizing your relevant skills and accomplishments: no more than 6-7 bullets
- Each action bullet statement begins with an action verb
- Action verbs must be the appropriate tense: present tense for current positions, past tense for prior positions

### **EDUCATION: ACADEMIC**

- Begins with the university/college at which you were last or currently enrolled
- City and state where the school is located
- Most recent degree, or anticipated degree; indicate year of graduation or anticipated year
- Complete title of majors, minors, licensures and certifications
- Cumulative GPA (if above 3.0), and any accolades such as Dean’s list, academic awards or scholarships
- Drop a line to list Professional Education achievements and/or certifications within its own category

### **EDUCATION: PROFESSIONAL EDUCATION AND CERTIFICATION**

- List of Professional Education courses (classroom and on-line) completed
- List of Professionals Certifications

### **PROFESSIONAL AFFILIATIONS**

- List of Professional Affiliations for which you are a member (dates are not necessary)

### **COMMUNITY LEADERSHIP/VOLUNTEER ACTIVITIES**

- Full name of the organization; location is optional
- Title of any position held with dates the position was held – show year only
- If there is room on the resume, provide 1-2 bullets representing your actions and emphasizing your relevant skills and accomplishments
- Emphasizes leadership roles

### **THINGS TO REMEMBER**

- Is the resume layout inviting to read, with clear sections and ample white space?
- Are margins even on all sides?
- If more than 1 page, are there page numbers and your name only on page 2?
- Is your resume no more than 2 pages?
- Are design elements like spacing and font size used consistently throughout the document?
- Are all resume sections clearly labeled?
- Are sections placed in the best order to highlight the applicant's strongest credentials?
- Are accomplishments quantified by using numbers, percentages, dollar amounts or other concrete measures of success?
- Do accomplishment statements begin with strong, varied action verbs?
- Is the resume keyword-rich: aligned with job description, contains some appropriate buzzwords and industry acronyms?
- Is the resume written in an implied first-person voice, avoiding personal pronouns, such as I, me and my?
- Is the content flow logical and easy to understand, and skim?
- Is the resume as perfect as possible, with no careless typos or spelling, grammar or syntax errors