

## Résumé Guide – Tips for appropriate design and content

Your résumé serves as the most important tool of your job search. It is actually a marketing piece designed to sell your skill set to an employer. It should advertise your strengths, education and accomplishments in a visually appealing, concise format. The purpose of a résumé is to stimulate the interest of a potential employer in order to get an interview.

### LENGTH

A college student's résumé should normally be no more than one page. (Exceptions may be made if you have extensive related experience.) ***References should always be listed on a separate page.***

### FORMAT and WRITING TIPS

- Keep the resume design consistent. Use **bold** or *italics* for emphasis. Do not use underline as it can be hard to read and does not photocopy well.
- Use standard font styles -Calibri, Times New Roman and Arial are good choices. Avoid fonts that are too elaborate, *such as script*. Use one font throughout.
- Font sizes of 10, 11, and 12 are standard, with some titles and headings in a larger font or ALL CAPS.
- Do not use vertical lines, graphics, charts, tables or boxes. They don't paste well to resume databases and they often print out looking funky.
- Bullet statements are preferred over narrative style (paragraphs) when describing your experience. Do not use the personal pronoun "I" on your résumé. Instead, start each bullet point with an action verb.
- As a freshman you can include high school information but once you move on to your sophomore year you should have new experiences to replace your high school experiences.
- Use high quality paper. Off white or white are the preferred colors. Paper is available and free for students who want to print off their resume at Career and Civic Engagement.
- Avoid spelling and grammatical errors. Spell check does not catch everything.
- The most important information goes on the top 1/3 to half of your resume.
- We read left to right. Place dates on the right-hand side of the resume in order to de-emphasize them. Use tabs to get over to the right side of the page and to ensure that everything lines up...using spaces to get across the page will cause things to get out of line.
- We recommend a .7 to one-inch margin - use the narrow setting of .5 only if you need additional space to maintain a one page resume.
- Avoid abbreviations and acronyms.
- Do not use a resume template. They can be tricky to work with/edit and they are made for the masses, not you as an individual.
- All resumes, cover letters, and reference pages (unless otherwise specifically requested) if sent electronically should be saved as a PDF and sent as a PDF. This will preserve the integrity of your resume and the layout and design that you worked so hard to get just right.

## CONTENT

### **Identifying Information:**

- Include Name, Address, Phone, and Professional email
- Omit personal information such as age, sex, or marital status

### **Objective:**

- Objective statements are not required for a résumé
- Objectives are brief and specific. You are not stating what the job can do for you – i.e. “looking for a position that offers growth potential.” Instead, state the type of job you want, i.e. “a position in human resource management” and what skills you would offer.

### **Summary of Skills:**

- Many people are replacing the objective with a “Summary of Skills”
- This section is a way to highlight information that you have learned in the classroom that might not be found directly in your work experience. You may review the “learning outcomes” section of your course syllabus to get ideas of skills you have as a result of your education.
- Computer and Technical skills are becoming more common. They can be listed in the summary of skills but you may want to list them towards the bottom of the section unless you are a Computer Science/Graphic Design major and you have more advanced software or hardware skills than the average student.
- Use words such as proficient in, knowledge of, experienced in, familiar with, etc. to describe a skill set

### **Education:**

- Degree and major area of concentration; minor concentration (if applicable)
- Institution attended (include city, state, and date degree received)
- Grade Point Average (if 3.0 or above)
- Any scholarships awarded or academic honors received (Dean’s List, etc.) Scholarships can be quantified – i.e. “Awarded \$10,000 in academic scholarships”

### **Related Experience:**

- Related experience can be part-time, full-time, volunteer, experiential education (internships or service learning projects) and/or class projects as they relate to the job you are seeking
- Title of position
- Name of organization, city and state
- Beginning and ending dates of employment (year only or month and year)
- Bullet point statements that are descriptive, specific and action-oriented with an emphasis on accomplishments

### **Additional (Optional) Section Headers:**

- Related course work
- Honors & Awards
- Certifications/licenses
- Leadership Experience
- Volunteer & Community Service
- Additional Experience
- Professional Memberships
- Organizations & Campus Involvement

**We encourage you to view sample resumes at [www.winthrop.edu/cce/samples/](http://www.winthrop.edu/cce/samples/)!**