Resume Guide – Tips for Designing a Professional Resume

Your resume serves as an important tool for gaining opportunities such as internships, leadership roles, and part/full-time job positions. A resume is a marketing piece that is designed to sell your "best self" and your skill set to an employer. Every resume is *different and tailored to the individual it represents*, however, a resume should advertise strengths, education, and accomplishments in a visually appealing, concise format.

LENGTH

A college student's resume should normally be no more than one page (Exceptions may be made if you have extensive related experience.) ***A Cover Letter and Reference page should always be listed on separate pages alongside your resume.***

CONTENT

So, what all do you include in your resume?

Header with Identifying Information:
- ➢ The information you will want to include here is:
  - ▪ Name
  - ▪ Phone Number
  - ▪ LinkedIn personal address (optional)
  - ▪ Professional Email (preferred Winthrop email)
  - ▪ E-portfolio website (optional)
- ➢ Leave out personal information, like your age, sex, marital status, etc.

Education:
- ➢ Include your degree type and major/minor areas of concentration
- ➢ Institution attended (include city, state, and date degree received or will receive)
- ➢ Grade Point Average (if above a 3.0)
- ➢ Any scholarships awarded or academic honors received (Dean's List, Winthrop Gold Scholarship Recipient, etc.)

Summary of Skills:
- ➢ Many people are using this section instead of an objective statement now.
- ➢ This section is a way to highlight information or skills you have learned in the classroom and in the workplace and summarize your resume into a few bullet point statements
- ➢ Things such as computer and technical skills are becoming common to be listed here as well.
  - ▪ However, if you are a Computer Science or related major, you may benefit from having a separate section to list your more advanced hardware skills.
- ➢ Use words such as proficient in, knowledge of, experienced in, familiar with, etc. to describe your skill sets

Related Experience:
- ➢ Related experience can be part-time, full-time, volunteer, experiential education (internships and service learning projects) and/or class projects as they relate to the position you are seeking
- ➢ What you include:
  - ▪ Title of position
  - ▪ Name of Organization
  - ▪ Beginning and End dates of employment (month and year)
  - ▪ Bullet point accomplishment statements that are descriptive, *specific and action-oriented*

❖ **Additional Section Headers*:***
  ➢ Related course work (projects, term papers, etc.)
  ➢ Honors & Awards
  ➢ Certifications/Licenses
  ➢ Campus and Community Involvement
  ➢ Summary of Skills
  ➢ Professional Memberships (National Organizations)

FORMATTING AND WRITING TIPS

- Keep the resume design consistent. Use **bold** or *italics* for emphasis. Do not use <u>underline as it can be hard to read and does not photocopy well</u>.

- Use standard font styles, such as Calibri, Times New Roman, Arial, etc. Avoid fonts that are too elaborate, *such as script*. Use one font throughout the resume.

- Font sizes 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 skills, job positions, etc. Do not use the personal pronoun "I" on your resume. Instead, start each bullet point with an action verb.
  o If you're having trouble with coming up with action verbs, we have an action verb list on our website that you can reference.

- 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 in our office.

- 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 your dates on the right hand side of the resume in order to de-emphasize them. Use tabs or spaces to get the dates properly aligned on the right hand side.

- We recommend a .7 to one inch margin – use the narrow .5 setting 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.