

Resume Tips & Template



Format Tips:

- Keep it to 1 page
- Make sure it's visually appealing with balanced white space
 - Use headings that stand out, so that your resume can be skimmed easily
 - Don't use distracting fonts.
 - Don't use too many different fonts. Stick to 1 or 2 and use them consistently (e.g., use 1 for all section headings)
- Don't use a template, especially one that doesn't let you customize the formatting
- Always send your Resume as a PDF – not a Word Document – to preserve your formatting

Content Tips:

- Customize/tailor your resume for each job you're applying for
 - Save multiple copies of your resume, e.g., one template with all of your past jobs, and other versions tailored for each application – you can omit some past jobs.

Sections:

PROFESSIONAL SUMMARY / PERSONAL PROFILE

- Don't include an "Objective"; include a Profile/Summary instead. (See Reverse side)
- If possible, incorporate key words from the job description (skills, qualifications).

EDUCATION

- Use reverse chronological order: current/most recent education first.
- Besides your degree, you might include names of classes ("Relevant Coursework:")

WORK EXPERIENCE

- Use reverse chronological order: list your current/most recent job first.
- You can split your "**WORK EXPERIENCE**" section into relevant experience vs. "other"
 - e.g., "**MARKETING EXPERIENCE**" and "**ADDITIONAL WORK EXPERIENCE**"
- Consider deleting jobs that are less relevant.
 - Especially for jobs that are not recent, or that lasted less than a year
- Describe your jobs with 2–3 bullet points for each job.
 - Start each bullet point with a strong, specific verb, not a phrase like "Responsible for" or "Duties Included". See chart below.
 - Don't use "I" in the bullet-points; don't begin each bullet with the same verb.

Strong Verbs		Weak Verbs
Apply	(Re)organize / Overhaul	Assist / Help / Aid
Identify / Specify	Promote	Deal (with) / Handle
Facilitate	Review / Write	Gain / Receive
Create / Design	Analyze	Learn / Seek out
Collaborate	Research / Discover	Set up
Oversee	Formalize	Enhance

SKILLS

- See our Resume "Skills" Section Tips and Examples handout

First and Last Name

Address

Phone Number – Email

PROFESSIONAL PROFILE

A few strong statements that frame your experience and personal skills/qualities; Don't use "I" at the beginning of the sentences (e.g., "Passionate communicator who always...", "8+ years of customer service experience"). Highlight qualifications that match the job description. You can use 2-3 bullet points or regular sentence structure (2-3 lines).

EDUCATION

Most recent school attended, city of school, state

Expected graduation: Month, Year

Degree or subjects studied

Optional: Mention projects or "Relevant Coursework:" (or in Skills section)

Previous school attended, city of school, state

Start date – End date

Degree or subjects studied

WORK EXPERIENCE

Current Position

Start date – Present

Company, City, State

- Start with a strong verb in *present* tense to describe a task you do for the company
- In every bullet point, describe a task with its purpose/result, using specifics, like numbers
- Highlight the most impressive tasks, and leave off the more mundane ones

Previous Position

Start date – End date

Company, City, State

- Start with a strong verb in *past* tense to describe a task you did for the company
- In every bullet point, describe a task with its purpose/result, using specifics, like numbers
- Highlight the most impressive tasks, and leave off the more mundane ones

Previous Position

Start date – End date

Company, City, State

- Start with a strong verb in *past* tense to describe a task you did for the company
- In every bullet point, describe a task with its purpose/result, using specifics, like numbers
- Highlight the most impressive tasks, and leave off the more mundane ones

SKILLS

- List any relevant specific hard skills (e.g., Bilingual in Spanish and English, Microsoft Office)
- You can also list certifications or trainings in this section; perhaps rename it "Skills and Certifications" or "Accomplishments and Trainings"
- You can also list relevant projects and/or coursework, to highlight familiarity with a specific area (e.g., "Relevant Coursework: Video Marketing, Consumer Behavior")