

10 Tips for a Great Resume

1. **AVOID striving for a perfect resume.** Make sure it looks professional (no errors, easy to find information, 1-page generally, etc.) You can spend hours wordsmithing & striving for perfection when you should instead be networking and applying to positions.
2. **Follow the 3-HOUR RULE as a guide.** For every 100 hours you spend seeking a job, only about 3 of those should be spent developing a resume. Resumes are important, but networking is even more important!
3. **Put yourself in the SHOES of the employer.** Your resume needs to have a good look/feel, be easy to read and find information, and be aligned with the needs of the company and job requirements. Ask yourself:
 - a. What are the core qualifications for this position?
 - b. What skills/experiences do I have that align with this position?
 - c. What evidence do I have on my resume to support these skills and abilities?
4. **Present your information in an ORGANIZED format to maximize readability** starting with the most important information at the top. Typically, this means selecting an easy-to-read font (10-12 point), setting margins of no less than .5", and organizing sections with descriptive headings on a single page with as much white space as possible.
5. **Begin the EDUCATION section with your highest degree** and the date you will receive it.
6. **Include WORK EXPERIENCE** (paid or unpaid). Working from the most recent first, list your job title, company worked for, location, and dates of employment followed by 2-3 bulleted sentences or phrases describing your accomplishments and work. Try to quantify these accomplishments when possible (i.e., #'s, %'s, etc.)
7. **Other HEADINGS to consider** include Licensures, Internships, Certifications, Community Service, Volunteer Experience, or Coursework. These are often determined by the specific major and are generally located toward the bottom of the resume.
8. **TAILOR your resume to the specific job, including key industry-specific skills and transferrable career competencies.** Avoid developing one resume that is used for every job you apply to.
9. **Ask a CAREER COACH or 1-2 other respected people in your field (professors, etc.) to review** and recommend changes to your resume.
10. **PROOFREAD, proofread, proofread!**