

## Resume Pointers

- Include your phone number and email address so that the employer can easily reach you. Keep all information current.
- It should be no more than two pages in length. One page is preferred and required in most business professions. If you have a second page, be sure your name is at the top of the second page. In most cases, your resume should not exceed one page in length. Exceptions are if you are applying for a teaching position, are formatting a federal resume, have a master's degree, or have at least 10 years of full-time experience.
- The resume should look organized and balanced. It should be concise and easy to read. Content should be related to your job objective. Ask yourself, "Will the way that I've done this help me get the job?"
- Be consistent in layout, punctuation, and verb tense.
- Accurately state your abilities. Don't "undersell" yourself, but don't "oversell" either. Keep perspective. All of the experiences that you have had in college are important. These include part-time jobs, student organizations, leadership experience, relevant class projects, and more!
- Avoid abbreviations unless they are industry-specific.
- The use of phrases and non-complete sentences is fine. Using bullet points is the preferred way to highlight items.
- Use action verbs to start off your bullet points.
- Quantify successes (e.g., surpassed sales quota by 20%).
- Format, format, format. Only use one font type and size. Font size and type should be 10-12 points and easy to read (e.g., Arial, Garamond, Times New Roman, Verdana). Margins should be between one-half and one inch. Make things stand out by using bold, italics, all caps, or small caps and underlining. Print your final version on quality white or ivory paper.
- Avoid using resume templates. The automatic formatting on templates will limit your ability to update. Instead, choose a format that you like and copy it.
- Make it your own. There is no exact formula for the perfect resume – include sections that highlight your individual experience. Put the most relevant and recent information first.