



Quick Guide to Developing a Strong Resume

What is it? A self-promotional marketing piece that outlines your education, work experiences (including internships and school projects), accomplishments, and job-related interests.

A strong resume is typically **one page**, unless you have more than five years of work experience.

Your resume should **honestly** reflect key highlights of your education, sample coursework, internships, jobs, skills, activities, honors, publications, and campus/community involvements. It should be visually appealing, professional, and readable.

General Tips:

- Key sections of the resume (Education, Work Experience, Campus and Community Activities) should be in reverse chronological order – starting with the most recent experience.
- Use **current** contact information at the top of your resume, so recruiters can easily reach you.
- Do **not** list references.
- Be consistent with all formatting (left/right alignment, spacing, how dates are shown, etc.)

Style Tips:

- Use easy-to-read fonts such as Times New Roman, Arial or Calibri.
- Recommended font sizes are 10-12 except for your name, which should be larger and bolded.
- Ideal margins are .75 - they should not be smaller than .5.
- Use larger font, bold, italics, or CAPS for section headings/titles.
- Convert resume to a PDF when emailing it, and save it as "Last Name, First Name, Resume."
- Use a professional email address on your resume, **not** "ilovetheredsox@gmail.com."
- Do **not** include a photo of yourself.
- Do **not** use color fonts.

Final Reminders:

- Resume needs to be free of all typos and grammatical errors (100% accurate).
- Include GPA if 3.0 or above.
- Begin sentences with action verbs and quantify achievements where possible.
- It will likely take multiple drafts before it is finalized.