

Writing a Resume

Content:

- Include an objective statement if you are changing careers or have little experience.
 - In your objective statement, define the role you're applying to and discuss your skills. Focus the reader on your qualifications and tell them why you're applying for the job.
- If you are a current student or recent graduate, place your education section after your objective.
- In your professional experience section, include the name of the company above your job title on the left side of the page. The location and dates of employment should be on the right side of the page. Include bullet points describing your responsibilities and accomplishments.
- Search through the job description to determine keywords you can include. Add these to the bullet points in the descriptions of your work experience.
- Include numbers and measurements in your descriptions whenever possible.
- List awards/ honors in italics next to the position (in your work experience section) where you earned that award. Awards do not need their own section unless you have many.
- Including memberships and professional affiliations shows initiative and ambition.
 - Avoid listing social, political, or religious affiliations, unless relevant to the position.
- If you held a title within a group you are a member of, you can include it in the volunteer section (ex. Treasurer of a student organization, Fundraising Captain of a sports team).
 - Shows ability to use additional skill sets. This section isn't about getting recognition for your volunteerism, it's about showing versatility.
- Never include: photos, date of birth, hobbies unrelated to your industry, marital status, gender, or nationality.

Formatting:

- Limit the length of your resume to one page.
- Avoid using paragraph format, as it is difficult to read. A bulleted list is preferable.
- Put your sections where a recruiter knows to look for them, otherwise the recruiter will waste time searching for your information instead of focusing on the contents of your resume.
- Spell things out when possible, rather than using acronyms. This goes especially for technical skills. The recruiter doesn't necessarily have a technical background, and this will help them read through your resume more easily.
- Disable the hyperlink in your email address, as it makes it easier to read.
- Companies will likely put your resume through an ATS, regardless of if you submitted it online or gave it to a recruiter in person. Be mindful that your resume format is readable by an ATS.
 - Do not use shading, strange fonts, oddly-shaped bullet points, multiple columns, etc.
- Always submit your resume in a PDF format unless otherwise specified.
- Experiences should be listed in reverse chronological order.
- Don't make your titles and headings more than two font sizes larger than the rest of the text in your resume- your name is the only exception to this rule.
- Keep the margins to 1" or smaller on all sides.

Other Considerations:

- Don't include something on your resume just to fill out blank space- everything you include should be relevant.
- Employers are able to view if you applied online to multiple jobs within their company. Carefully consider whether you will submit the same cover letter for each position.
- Always bring your resume to recruiting events and informational interviews, as recruiters will want to see it.
- If your voicemail is customized, make sure it sounds professional. Don't use music. Make sure your voicemail box is set up and not full.
- Ask for permission to use someone as a reference prior to giving their contact information to a potential employer. Send a thank you note to your references.
- The further along in the hiring process you are, the more likely someone is to view your online profiles.
 - The information on your resume and the information on your LinkedIn do not have to be identical, but they should be similar.
 - Every few months, search for yourself online so you can see what recruiters see.
- In the US, a Curriculum Vitae (CV) is very different from a resume, although other countries might use the terms interchangeably.
 - The CV will be significantly longer than a resume, usually two pages or more.
 - CV's are most commonly used in academia and medical fields.
 - Can also be important if you are applying for a fellowship or grant.
 - In addition to the usual resume sections, a CV might also contain research, fellowships, teaching experience, manuscripts, and publications. The education and honors section might also be more expanded on a CV, and include the dissertation or thesis title.