

RESUME TIPS

This is an opportunity to make a great impression!
MOST IMPORTANT TIP: Make sure your final draft is FREE OF ERRORS!!

Proofread

- Proofread your resume several times for spelling, grammar, formatting and clear wording. One error on your resume will leave a poor first impression with an employer and could cost you an interview!
- Have it checked by a career counselor and ask others such as professors, professionals, or parents.

Formatting

- Your contact information should ALWAYS be listed at the top of your resume
- The body of your resume should be **11-12 point** and preferably **Times New Roman** or **Arial**
- Make sure your resume is easy to read with **consistent formatting** (dashes, bullets, bold, italics, orders of things)
- Use the default margins. If you need to adjust the margins do not go below ½ inch on each side.
- **Do not abbreviate** anything except states (PA, NJ, DE etc)
- Do not use personal pronouns, such as I, me, my etc.
- Be concise! Typically one page for current and/or new graduates is enough!
- If you decide to use a template, customize it to reflect your own style. Many students use templates, so you don't want your resume to look like everyone else's.

What to Include

- **Contact Information:** Name, home address, phone number(s) and e-mail address
- **Objective:** While an objective is considered optional, if you know your specific objective and the qualifications for that objective, you can state it. Be sure to be specific! Employers do not like broad or vague objectives.
- **Education:** Degree, name of institution, city and state, major(s), date of graduation
- **GPA:** if 3.0 or above, or use your major GPA if it is higher than your overall GPA (show as a scale)
- **Experience:** Be specific! Employers do not like vague statements and/or job duties. Your experience should include position titles, organization name, city and state, responsibilities and achievements, and dates (may include volunteer experiences, field experiences, co-ops, internships, summer employment and research). Do not include experience that is irrelevant! You do not want to waste their time! If you have had non-related jobs focus on the transferrable skills you have gained through your experience. Lastly, focus on current achievements and list the most current first! They are not concerned with what you did years ago, especially if it is not relevant.
- **Activities:** Professional, educational or organizational involvement and leadership responsibilities assumed
- **Computer skills:** List the software and/or hardware with which you are familiar

What Not to Include

- **Reference list:** This should be on a separate sheet
- **Salary expectations:** This will be discussed in a later interview or in a job offer setting
- **Irrelevant personal information:** age, marital status, religion, national origin, social security number, health status
- **Photograph**

Content

- Use **synonyms** rather than repeating the same word
- Use past tense for jobs in the past and present tense for current positions
- Include **specific examples** of significant accomplishments and describe positive outcomes
- **Avoid** vague, irrelevant, cliché or redundant statements
- Use **action verbs!** These are words that you use to describe your experience, activities and other categories and if used properly, they will grab the potential employers' attention quickly.

Attachments

- Always send a cover letter with your resume
- When emailing, send resume as an attachment titled `firstname_lastname.doc` (unless told otherwise)

Finishing Touches

- Use a laser printer and resume paper (cream, white or light gray). When possible, do not fold resumes

Other Tips

- Have several versions of your resume if you have varied career goals. Each version can then be targeted toward a particular goal
- Be familiar with your resume and able to talk about any detail on it. Interviewers will ask you questions based on what is in your resume

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Guide to Writing Resumes and Cover Letters, Career Services Center, University of Delaware, Newark, Delaware. Retrieved from <http://www.udel.edu/CSC>

Resume Writing Tips, Career Development Center, Albright College, Reading, Pennsylvania. Retrieved from <http://www.albright.edu/resources/careercenter>

Common Resume Mistakes, Career Development Center, Albright College, Reading, Pennsylvania.
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Wesley College
120 North State Street
Dover, DE 19901
careerservices@wesley.edu