

Resume Guide

Resumes

- Typically, you should structure your résumé with your most recent work experience at the top. This is not always the case as some roles may lend themselves to listing an older experience higher due to its specific relevance.
- Résumés are not meant to be flashy with cool graphics or design themes; they should be simple, clean, and concise. They should be one page, single spaced, with 11-point Times New Roman font. Navigate to the “Résumé Binder” attached below to find a résumé template specific to your major and with proper formatting.
- While your experiences never change, what experiences you choose to emphasize may change depending on the role you are applying for. Applying for a management role means it’s a good idea to put the most emphasis on your leadership experiences. Applying for a research position means it’s smart to focus on your research experiences. Résumés should maintain the same format for each position you apply for but changing which aspects of your résumé draw the most attention is integral to giving yourself the best advantage in getting an interview.
- When approaching building your bullet points for each experience you list in your résumé, there are a couple of best practices to remember. One, with almost no exceptions, the first word of every bullet point should begin with an action verb followed by an action you took at that experience that represents your skills well. Two, don’t simply state the action you did, but state how or why you did said action as well as the value your action brought to your organization. Three, you should tailor your bullet points to match best with the requirements listed in the job description of the role you’re applying for. Think about past moments when you’ve excelled or gained skills that match best with the types of skills listed by the employers in their job description and focus on those in your bullet points. Make sure you use similar language and restate key words from the job description in your own résumé bullet points.

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- Many times, the hardest part of building a résumé for young students or professionals is simply having the quality experiences needed to craft a great résumé. The best way to avoid this is obvious; pursue more experiences! Yes, this is easier said than done, but students can often overestimate the difficulty of finding and participating in internships, volunteer opportunities, or research opportunities while underestimating their own preparedness in tackling these experiences. Confidence and a willingness to be involved can go a long way in getting you experience throughout your undergraduate career that broadens your individual professional development and boosts your résumé.
- There are some things you might think should be on your résumé, but that actually do more harm than good. Photos and any personal information such as age should not be included, organizations are required by law to treat every applicant as equally as possible in interviews and personal details can cloud this process. It's also important to use a professional email address when communicating with hiring teams; it may even be a good idea to start fresh with a new email address meant purely for professional communication. While this hopefully doesn't need to be said for most people, lying or misrepresenting your experiences and skills is never a good idea. Hiring teams typically include someone who has a deep understanding of the role you are applying for, so it's easy for them to tell who is speaking from knowledge and who is lying in an interview. Some job fields may still prefer to have an objective statement listed at the top of résumés, but by and in large this is a thing of the past and should be left off your résumé in most cases.