RESUME TIPS

FORMATTING

-The font on your resume should be at least 10-point; 12-point is ideal.

-Do not use different font sizes in the resume, with the exception of your name at the top, which can be slightly larger.

-Avoid using special fonts. Times New Roman and Arial are recommended.

-Your margins must be at least .5".

-Use capitalization, spacing, and bolding to draw attention and divide sections. Underline, italics and textboxes can interfere with employers' scanning software.

 -A two-page resume is perfectly acceptable at the graduate level in most industries. You should include your name and "p. 2" in the header of the second page, if applicable.

-Avoid using more than two pages, except for a federal resume or Academic CV.

- It is not necessary to include "References Available Upon Request" or any specific information about references on the resume. The employer assumes you will be able to provide references.

-Never use personal pronouns (I, my, we, etc.) in a resume.

-As a general rule, the most important information should go closest to the top, and further left on the page.

-Start off your resume with your contact information! Name, email, phone # and address.

OBJECTIVE/ SUMMARY OF SKILLS/ HIGHLIGHTS SECTION

Sometimes an objective on a resume can be considered a little obvious. By applying for the position, you are hoping to obtain it. If you choose to include one, make sure it is a short statement that includes the position title, department/organization/industry & the skills to bring to the position

Sample objective: To obtain a position as a **computer programmer** within the **videogame industry requiring experience in software development, computer animation, game design, and 3-D graphics**

Including a summary of skills or highlights section is another way to direct your resume. Generally, those sections include 4-8 bullet statements that pull out your most important skills that match the skills required in the job position. At the beginning of your resume, this summarizes the relevant information for the employer demonstrating how you are a good fit. Then, the rest of your resume in your experience section elaborates on those highlighted skills.

EDUCATION

-The most recent degree is listed first.

-Include only the month year of graduation; if the degree is in progress, add the word "expected".

-Include only post-high school education.

-<u>Do include</u> study abroad experience.

-<u>Do include</u> GPA (if above a 3.0), class rank, and/or honors (i.e.: Dean's List).

-List courses only if degree is in progress or you have taken courses in an area relevant to position.

Below is an example of an Education section. Notice how the degree name is listed above other information and furthest left, while dates are on the right. The degree is considered most important since the employer will be more interested in you for the program you have completed rather than for the university you attended or when you graduated.

Bachelor of Arts in Journalism and Mass Communication　　　　　May 2012
University of South Carolina, Columbia, SC
Minor: Sport and Entertainment Management
GPA: 3.8, Magna Cum Laude
Related Coursework: Social Media Management, Public Relations Campaigns

EXPERIENCE

If you don't wish to include all of your work experience or would like to group more relevant experiences together closest to the top, it is beneficial to label your section more specifically (i.e.: Teaching Experience), or break it into multiple sections (i.e.: Related Experience and Additional Experience). Internships and volunteer experiences that are related to the position you are seeking can be mixed in (maintain reverse

chronological order within sections) with paid work in your experience section, especially if you do not have a lot of paid experience yet.

-Begin each bullet with a strong verb.

-Avoid the phrases "Responsible for and Responsibilities/Duties included," which are considered too passive.

-Verbs should be in the past tense for positions you no longer hold and in the present tense for current positions. In the Experience Section, the position title is most important in the majority of cases and should be furthest left and closest to the top.

Example:

Policy Analyst   June 2016- Present
GPHB Group, Washington, DC
- Coordinate…
- Present…
- Analyze…
- Research….

SKILLS

Describe your "hard skills" (computer, language, medical, etc.) rather than "soft skills" (team player, communication, people skills—these all can be demonstrated to an employer through your experience bullets and in the interview.) Also make sure they are relevant to the position. Any skills listed on your resume should be qualified. This means that for foreign language skills, you should describe your level of proficiency in conversation, reading, and writing of the language. Typical adjectives are basic, intermediate, or fluent. Likewise, other knowledge is typically described as basic, intermediate or advanced. Proficient can also be used.

OTHER SECTIONS
 The following are sections that you might choose to include on your resume in order to demonstrate skills and/or experience relevant to the position for which you are applying.

-PROFESSIONAL DEVELOPMENT
-PROFESSIONAL AFFILIATION/PROFESSIONAL ASSOCIATIONS
-AWARDS AND HONORS
-ACTIVITIES
-LEADERSHIP
-SPECIAL PROJECTS
-RESEARCH INTERESTS
-MAJOR PROJECTS AND RESEARCH (shows employers how you can apply what you are learning)
-CO-CURRICULAR ACTIVITIES