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# Does Your Résumé Need Some Help?

## Here Are Our Best Tips:

### Contact Information

- Use an email address that is professional and suitable for an employer to use (e.g., a shortened version of your name).
- Avoid using a hyperlink on your email address.

### Education

- Spell out the name of your degree as well as the entire university name.
- List the date of graduation only, not when you started.
- Listing your GPA is optional, but it is recommended if it is above a 3.0.
- The Honors section is optional.
- Your most recent educational experience should always be at the top of your education section.
- Consider including completed coursework or class projects that might apply to a position you're interested in.

### Work Experience/Volunteer Experience

- Remember to list your position title, dates of employment, name of the employer/company, and the city and state.
- Begin each accomplishment statement with a strong action verb. Accomplishment statements should describe your responsibilities while you worked.
- Jobs you still hold should have bullet points in present tense, while jobs that are finished should use past tense language.
- Everything should be in reverse chronological order with your most recent work experience at the top.

### Activities

- As you get more involved on campus, replace your high school activities with college activities.

### Formatting

- It is advised to remove all color and graphics from your résumé. This limits the amount of space you have to convey your experience to employers.
- Choose one font and stick with it throughout the entire document. Your résumé should be able to fit onto one page. Utilize your margins and consider weeding out information that does not directly relate to the position you want to apply for.
- If you have a substantial second page I would recommend placing your last name and the page number in the top right-hand corner of the second page. This allows for fast identification when employers review your résumé.

### Tips for Specialty Résumés

#### Teacher Résumés

- The length of your résumé is not as important as the content you provide. Many graduating teachers have a two-page résumé containing additional relevant content.

#### Design Résumés

- It is important that you have someone skilled in graphic design provide you feedback on the design elements of your résumé. Typically, design résumés are used for positions for which graphic design is a skill they are looking for in a candidate, thus your design résumé will be evaluated as an example of your design ability. Do not use bullet points.