

Resume Format

Your experiences can be categorized in a number of ways. Select a format and layout that presents your qualifications as effectively as possible.

Always keep in mind that reader of your resume and target your resume toward that person. Look at your resume through the eyes of the employer.

Would you hire you based on the information presented?

- **Chronological:** The most traditional format. A categorical listing of information in reverse order of occurrence allows the potential employer to quickly scan for pertinent information regarding your experience. This format is the most popular and excellent for demonstrating employment history.
- **Functional/Targeted:** This format emphasizes your capabilities, skills, and accomplishments rather than job titles. The functional format is most effective if you are changing fields or seeking a different emphasis in your career.
- **Combination:** This format combines the best features of the previous two. Experiences are listed in chronological order but organized under skills or topical headings. Because the combination resume allows you to highlight significant experiences without necessarily placing your most current experience first, it is popular with students and recent graduates.

Font: A simple, easy-to-read font is best. Use either a serif type (Times or Palatino) or a sans serif type (Arial or Helvetica) in a readable size (no smaller than 10 point, no larger than 14 point). It is best to be conservative.

Margins: Half-inch margins for top, bottom, right and left are preferred. Use margin adjustments to create a symmetrical and appealing resume.

Bullets: The bullet function works wonderfully to aid the eye in quickly scanning for specific skills and accomplishments. Keep it conservative-solid circles and squares are best.

Underline/Bold/Italic/Capitalization: Use these techniques to emphasize consistency and to provide a visually attractive document. It is more appealing to read a document with some variation, but too much is distracting.

Resume Template

HEADING/CONTACT INFORMATION

- Name, address (street address, city, state and zip)
- Telephone (and area code)
- Professional E-mail address (if applicable, website (if applicable))

Make sure an employer can contact you. Be sure to use a professional sounding message at the number you have indicated. If necessary, include both your current and permanent address and phone on the resume.

EDUCATION

- Name of institutions attended, city and state where school is located
- Degree awarded: major and/or minor
- Date degree to be awarded
- GPA, if 3.5 or above
- Off-campus study/Study Abroad
- Thesis and research, if applicable to career objectives
- Course titles, if employer requests them or if they substitute for lack of work experience

EXPERIENCE

- Position title, organization name
- City and state where organization is located, dates of service
- Description of skills used

Within this section include paid employment, internships and/or volunteer experiences that support your objective. Describe your experiences using short phrases beginning with past tense verbs. See the Action Verbs for Resume Page. Do not use the first person (pronoun "I" or "my") on a resume.

Quantify your experience where ever possible. (Example: Managed a \$5000 budget, supervised 15 people).

A common way of presenting your experience is in reverse chronological order (most recent to least recent).

You can also put group related experiences together under special titles: TEACHING EXPERIENCE, RELEVANT EXPERIENCE, VOLUNTEER EXPERIENCE OR LEADERSHIP EXPERIENCE.

AWARDS & HONORS (if applicable)

- Award title and organization, purpose awarded for, date awarded

SKILLS (if applicable)

- Specify relevant skills and describe your proficiency level: Fluent in French, Advanced Excel