RESUME OVERVIEW

A resume is one of the most important documents in your internship or job search. It is a personal marketing tool that may lead to an interview. Think of your resume as a highlights summary of the skills, experiences and knowledge you will bring to a specific position or industry.

Format: What should my resume look like?
Most employers spend fewer than 20 – 30 seconds reviewing your resume. Resume formats need to be readable, well organized and concise. Avoid using Microsoft Word templates. Creating your own document demonstrates your computer skills and initiative. Templates can also be more difficult to edit, download and format over time. To help you get started, the Business Career Center provides samples of well-organized resumes.

Content: What should my resumes include?
Your resume is unique to you. It should highlight your skills, experiences and accomplishments.

> A resume should include:
> **Header** – Contact information
> **Objective** (optional) – Answers the questions, "What do I want to do?" and "What can I offer?"
> **Education** – School, degree(s), and graduation date
> **Skills** (optional) – Describes skills that are above and beyond what is expected
> **Experiences** – Work, internship, volunteer, and class project accomplishments
> **Honors & Activities** – Honors/scholarships awarded, extracurricular activities and leadership roles

Length: How long should my resume be?
Your resume should be concise. In most business settings one-page resumes are preferred by employers for interns and entry-level opportunities. A two-page resume is acceptable within IT and non-profit fields.

Resume Dos and Don'ts
Do

- Use bullet points to keep text action-focused and concise
- List job experiences in reverse chronological (most recent first) within sections
- Use action words
- Use readable font styles and sizes
- Include accomplishments
- Represent your experiences accurately - *Exaggerations or false statements within a resume can be grounds for termination*
- Proofread carefully

Don't

- Have spelling or grammatical errors
- Include "References upon Request" at the bottom of your resume - *Most employers who want references will ask. Use space on your resume to share more details about you and your experiences*
- Include personal information such as age, ethnicity, photos, date of birth or marital status
- Use personal pronouns such as I, me, my, or their