

# BUILDING YOUR RESUME: GUIDELINES & TIPS



## ANATOMY OF A RESUME

HEADER, EDUCATION, EXPERIENCE

**Header:** Needs to include name and contact information.

**Education:** list most recent first. Include name of school, type of degree/diploma, dates attended, & City, State. GPA optional.

**Other:** community service, extracurriculars, awards, & skills.



## STRONG BULLET POINT STRUCTURE

USE BULLETS TO DRAW THE EYE

Most employers don't read the whole resume, but you can strategically highlight your experiences.

- **What:** action verb describing what you did
- **How:** provide context for how much, how many, how often, & challenges faced.
- **Why:** explain the value you added & the goals you achieved



## CONSIDER ALL YOUR EXPERIENCES

HAVE A "MEGA-RESUME."

You should have a master document, longer than one page, where you list & describe all of your work experiences. Then, you can copy the most relevant jobs over to the resume you plan to submit, depending on the qualifications & requirements of each particular job. Remember, experiences don't have to be paid to count!



## SOFT, HARD, & TRANSFERABLE SKILLS

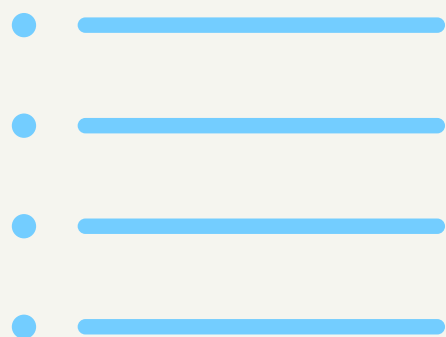
USE YOUR RESUME TO SHOWCASE DIFFERENT KINDS OF SKILLS.

Soft Skills, or interpersonal skills, are all about how you interact with others.

Examples: work ethic, time management, leadership, communication, & problem solving.

**Hard Skills** are directly related to job tasks. Examples: computer programming, machine operation, typing speed, language proficiency.

**Transferable Skills** are useful across jobs & industries. Examples: communication, technology and computer skills, data analysis, budget management, public speaking.



## SUBMITTING YOUR JOB APPLICATIONS

BEST PRACTICES

Send all application documents (resume, cover letter, etc.) as PDF files. Update cover letters & resumes to fit the specific position you're applying to. If you apply via email, write a professional email along with your application materials. Submit ALL required documents at one time.