

As you organize your resume consider what the employer is looking for in a candidate, and make it easy for them to notice those key skills. To have an impacting resume focus on the selection and presentation of basic content. A good resume keeps in mind the needs of the employer reading it. (keep to a page in length, at most two)

Make Your Resume a PDF

- Your resume will open up looking exactly how you planned for it to. It wont be altered by whatever version of Microsoft Word is used to open the file
- The resume will look sharper to employers and make you seem more tech savvy
- Free PDF converters available online - <http://www.pdf995.com/download.html>

Education

- Important section if you have limited work experience
- Most recent education experience should be listed first
- Include, without abbreviating, your degree, major, institutions attended, date of graduation, and minors or concentrations
- A 3.0 Grade Point Average is considered good and should be listed on the resume
- Only have college education listed (no High school)

Work Experience

- List any work experience, this includes internships, volunteer and leadership experiences
- List most recent experience to oldest (this is preferred as opposed to relevant work first)
- List the job title first. Look at the example resume to learn how to format
- Describe your work responsibilities with an emphasis on achievements with action verbs, use bullet points to do this not long sentences
- Indicate if you worked to earn and pay for a certain percentage of your college tuition
- Include as much quantifiable experience as possible relevant to the job

Activities, Honors, and Leadership

- Only use these categories if lacking enough relevant work experience
- Employers are interested in the skills you have developed, not necessarily if you were paid
- Mention any offices held or programs you served in as if they are work experience