# Helpful Hints for Resumes

General Formatting

- Limit to one page
- Include all contact information at the top
- Should have a logical flow (chronological is standard but order of relevance can be employed if you execute it well)
- Utilize the page space effectively i.e. wide margins, small paragraph spacing
- Tastefully use bold and italics to guide the reader
- Use 2 or 3 bullets to describe the job or project experience
- PROOFREAD!!!!

Descriptions

- Focus on what you actually did and not what the job description said
- Be concise
- Use action words i.e. performed, optimized, evaluated, etc.
- List accomplishments relevant to the position you are applying for
- Use buzz words
- Highlight what you think would show that you are a useful asset to the company
- Identify specific software or programs that you gained experience in
- Be unique, if possible
- Hobbies are acceptable if they are relevant

Miscellaneous Notes

- An "objective" or "career summary" is optional but helpful to briefly describe to readers what type of position you'd be a good fit for
- Use good quality paper/resume paper
- Have as many people read it as possible
- No pronouns!
- Always have it on you! You never know when a networking opportunity will happen
- Use a professional file name when uploading resume. "First_Last_Resume/CV"