

# Resume Tips



# General Tips

- Include sections to break up your resume & use a simplistic template for easy viewing (make sure to use easy to read font)
- Minimize your resume to one page
- Be consistent with formatting - NEATNESS IS KEY!
  - Ex. spacing, punctuation, bullets, etc
- Triple check your spelling and grammar
- Descriptions
  - Use action words
  - Consider what skill you are trying to convey when you are writing these descriptions
    - Ex: Critical thinking, teamwork, leadership, communication, curiosity, etc.
- Place experiences within each section in chronological order (most recent first)
- Make sure you can defend & expand upon anything on your resume
- Have multiple people review your resume before you use it
- Save and send your resume as something easily identifiable such as *YourName\_Resume*

# Section 1: Contact/Header

- Name should be large & apparent
  - Should be at the top
- Consider including the following:
  - The city and state you are from
  - Your primary email & phone number (make sure to check your email frequently)
  - LinkedIn (if you have one)
    - Commonly used networking website



# Section 2: Education

<b>Education</b>	
School	Anticipated Graduation Date
GPA	
<ul style="list-style-type: none"><li>• Relevant Coursework (optional):</li><li>• Skills (optional):</li></ul>	

- Title your section 'Education'
- Include the name of your school
- Include your GPA (your GPA/max GPA)
- Consider including the following:
  - Relevant Coursework (especially if you are taking advanced courses)
  - Skills (such as Microsoft products, coding languages, etc.)
- If you are participating in dual enrollment, consider adding that in this section

# Section 3: Volunteer Experiences

## *Volunteering Experiences*

Title of Volunteering Experience, Location

Start Month, Year – End Month, Year

Position Title

- Description of duties within volunteering position and volunteer hours.

- Title your section 'Volunteering Experiences' or something similar
- Include the name & location of the place you are volunteering at
  - Ex: Second Harvest Food Bank - Allentown, PA
- Include your specific title within this experience
  - Ex: Cook, Food Distributor, etc
- Include a description of what you do in this position - Be specific!
  - Try to include numbers, goals achieved, hours volunteered, etc. Employers tend to look at stats
- Order your experiences in chronological order (most recent first)

# Section 4: Extra Curriculars

<b>Extra – Curriculars</b>	
<b>Name of Extracurricular</b>	<b>Start Month, Year – End Month, Year</b>
<b>Leadership Position (if applicable)</b>	
• Description of specific responsibilities: what did you do, how did you do it, why did you do it (results)	

- Title your section 'Extra - Curriculars' or something similar
- Include the name of the extra curricular you are involved in
  - Ex: National Honor Society, SWENext, etc
- Include your leadership title (if applicable)
  - President, Secretary, etc
- Include a description of what you do - Be SPECIFIC!
- Order your experiences in chronological order (most recent first)

# Section 5: Honors/Awards

## *Honors*

• Name of Award, Scholarship, Honors Recognition, etc	Date Received
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- Title your section 'Honors' or something similar
- Include the name of the award & date you received it
- If you have room, consider including more info on the award (requirements to earn the award, etc.)

# Other Sections that Define You

**Work Experiences**

**Leadership**

**Technical Skills**

**Research**

**Certifications**

**Projects**



# Tips on how to create effective descriptions

## WRITING BETTER BULLET POINTS

Often the most difficult part of developing a resume is writing the bullet points. Using bullet points on a resume are an effective way to express your accomplishments and skills from experiences such as jobs, internships, research, leadership, and/or volunteering. To construct an effective bullet point, ask yourself, "What did I do?", "How did I do it?", and "Why did I do it/What were the results?"

### WHAT DID YOU DO?

#### SITUATION/TASK/RESPONSIBILITIES

To start, think about an experience you have had. A job, internship, research, leadership positions, volunteer work, etc. Now think about every task you completed during that experience.

### HOW DID YOU DO IT?

#### SKILLS USED/ACTION VERB

This is where you expand on your tasks. Review the list you just made and think about what skills you used to complete them. These can be technical skills or soft skills, like leadership and teamwork.

### WHY DID YOU DO IT?

#### RESULTS

This is where you add context that helps the reader better understand why you completed the tasks you did. Consider accomplishments that occurred because YOU did the work.

WHAT DID YOU DO? SITUATION/TASK/RESPONSIBILITIES	HOW DID YOU DO IT? SKILLS USED/ACTION VERB	WHY DID YOU DO IT? RESULTS
<b>Example:</b> Ran social media pages	<b>Ex:</b> Wrote thoughtful Facebook and Twitter posts and managed accounts using Hootsuite	<b>Ex:</b> Facebook and Twitter followers increased by 58% and 25%, respectively

### **WHAT DID YOU DO?**

#### **SITUATION/TASK/RESPONSIBILITIES**

To start, think about an experience you have had. A job, internship, research, leadership positions, volunteer work, etc. Now think about every task you completed during that experience.

### **HOW DID YOU DO IT?**

#### **SKILLS USED/ACTION VERB**

This is where you expand on your tasks. Review the list you just made and think about what skills you used to complete them. These can be technical skills or soft skills, like leadership and teamwork.

### **WHY DID YOU DO IT?**

#### **RESULTS**

This is where you add context that helps the reader better understand why you completed the tasks you did. Consider and accomplishments that occurred because YOU did the work.

## **NOW IT IS TIME TO PUT IT ALL TOGETHER – BUILD YOUR BULLET POINTS!**

Each bullet point should start with a strong action verb (see below list for examples). If the experience is still occurring, the verb is in present tense. If it has ended, past tense is used.

- Ex:**
- *Managed daily social media communications on Facebook and Twitter and scheduled posts using Hootsuite*
  - *Increased followers on Facebook by 58% and Twitter by 25% by posting relevant and interactive content*
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