

Guide

College of Graduate Studies
Career Development Office

Resumes are a marketing tool to showcase yourself and your qualifications to a specific job you are applying to. The resume should be written specifically for the reader or the position. Resumes are typically one to two pages in length. A few important parts to remember when writing a resume.

- Be consistent
- Avoid using templates, work to create a format that best showcase your qualifications
- Margins should never be less than 0.5 or more than 1.0
- Fonts: Use professional typefaces (fonts) such as Times New Roman, Palatino, Cambria, Helvetica, Arial, or Calibri. Use recommended font point sizes: 10-12 for body text, 10-14 points for headers, and 18-21 points for your name, which should be the largest text on the page.
- Graphics: Do NOT include any graphics, borders, tables, or shading.

Sections that should be included on a resume: you should consider naming sections to be responsive to the job description.

- Contact Information
- Education
- Professional/Work Experience
- Qualifications Summary/
- Professional Profile
- Industry-Specific Information
- Service/Leadership Activities
- Professional Affiliations/Associations
- Honors and Awards
- Volunteer Activities
- Skills (Language and Technical)
- Training and Certifications
- Select Publications/Patents
- Select Presentations

Using bullets in your resume: you should include a description under each position listed on your résumé and bullets can be used to describe specific responsibilities and achievements.

- Make your accomplishments relevant to your audience
- Begin bullets with strong action verbs
- Avoid any descriptions beginning with generic statements such as “Responsible for” or “Duties included.”
- Quantify whenever possible to help enhance a description
- Use a quantifiable amount. Be sure to spell out all numbers smaller than ten

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