

# Resume Writing Tips

1. Place your resume on a paper that is heavier in weight, but not cardstock in white, or a neutral color.
2. Name, address, phone numbers, and email addresses should at the top, centered and in bold. Font size should be at least two points larger than rest of type.
3. Objective statements should be used if you are hoping to make a career change. If you are remaining in the field of which you studied or if you will continue working in a field in which your are experienced an objective is not necessary.
4. If you have work experience in the area in which you are applying, this should be documented first. The order of your resume would be as follows.
  - a. Personal information (Name, address etc.)
  - b. Work experience
  - c. Related experience
  - d. Education
  - e. Professional Organizations/ Memberships
  - f. Community involvement
  - g. Honors/Awards
5. Under work experience, you should reflect at most your past three positions. These should be noted most recent first and so forth. You should identify the time frame of employment, your position, the company name, and the city and state where the company was located.
6. For each position held, you should identify your major responsibilities. If you have an up-to-date job description you can use it to list your responsibilities.
7. Related experience is any experience, paid or unpaid, that you have that relates to the job for which you are applying. If you organized a fundraiser for a group you can speak to the organization skills you utilized to complete the project for example.
8. Education should include any education higher than high school. This can include Associate, Bachelor, Master, or Doctoral work. It can also include certifications or Continuing Education coursework. This should also be list from most recent back. Be sure to include the date work was completed, the institution where work was done and any honors you received.
9. Professional organizations should also be list starting with most recent. Include dates of involvement and any positions held.
10. Community involvement follows same as Professional organizations.
11. Honors and Awards should also be list most recent first.
12. References should be attached on a second sheet of paper. References should be included to save the employer time during the search. References should include name, title of person, company, address, phone number, and email address. Your direct supervisor should be noted in some way on the reference list.
13. Do not list any other personal information such as children, spouse, hobbies etc. This is no longer appropriate information for resumes.
14. Resumes should not exceed one page for anyone with a bachelor's degree or lower or with less than 10 years work experience. Once you have obtained a master's, doctoral degree or more than 10 years experience your resume can exceed one page.