FORMAT

- Keep resume short. Limit to 1-2 pages
- Be consistent with spacing and format
- Emphasize headings using simple formatting like capital letters, underlining, or bold
- Be consistent throughout with the use of bullets, capital letters, bold, italics, or underlining
- Set margins between 0.5-1 inch on all sides
- Proofread for grammar, punctuation, and spelling
    - Ask a friend, classmate, or Career Services advisor to proof
- Make it easy to read. Use appropriate fonts (e.g. Times, Arial, Verdana) in 10 – 12 pt. type
- Do not include pictures on the resume
- Create an original resume starting with a blank document in Microsoft Word, using a template as a guide if needed
- Save document in PDF format; check file for additional blank page at the end

CONTACT INFORMATION

- Full name
- Current mailing address
- One telephone number with area code
- Professional email address
- LinkedIn address and portfolio link if applicable
- Do not include personal information (e.g. age, marital status, ethnicity, religion affiliation, birthdate, etc.)

- Examples

Jane P. Doe
4800 E. Huron River Dr.
Ann Arbor, MI 48105

Jane P. Doe
4800 E. Huron River Dr.   awolf@wccnet.edu
Ann Arbor, MI 48105   734-677-5155

EDUCATION

- List the highest degree obtained first and then preceding degrees
    - Use full name of all degrees, certificates, majors, minors, and concentrations
    - No abbreviations
    - List the full name of the institution (s) with city, state, or country if outside of the United States
- Include the month and year of graduation or month and year of expected graduation.
    - Include dates of attendance if currently enrolled (e.g. Sept. 2012 – Present)
- Include overall GPA, if it is a 3.0 or higher
    - 3.0 is a standard minimum request from employers
- Remove high school information after the first year of college unless information is relevant (honors & awards) employers
- Example

EDUCATION

Washtenaw Community College
Associate in Applied Science Computer Networking   Exp. Grad. Date: Dec. 2016
- GPA 3.8
Certificate in Linux/UNIX Systems   May 2014
- GPA 3.9
- XYZ Scholarship   Aug. 2013

OBJECTIVE/CAREER SUMMARY
(optional)

- Objective – Recommended for those seeking volunteer, co-op, internship, or entry-level positions
- Career Summary – Recommended for experienced job seekers to summarize significant accomplishments
    - Customize to the specific job you are applying (e.g. To obtain _____position with _____ company)
    - Do not use personal pronouns such as, "I", "me", or "my"
    - Highlight key skills or qualifications relevant to the specific job

@WCC_Career   WCC Career Services   WCC Career Services   wccnet.edu/careerservices

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SKILLS

- List relevant technical skills
- Minimize listing soft skills (e.g. strong communication skills)
    - Give examples in employment/academic projects section
- List any language skills (fluent, conversational, professional level)

TECHNICAL SKILLS
(tables assist in categorizing skills to be viewed easily/quickly)

•	•	•
•	•	•
•	•	•

EMPLOYMENT/ACADEMIC PROJECTS

- Include the position title, company name, city/ state/country, and dates of employment
- Include keywords from the job description in your resume, if applicable
- Use past tense for former job positions and present tense for current roles
- Include relevant paid work, seasonal jobs, family-owned businesses
- Create separate sections for co-op, internship, and volunteer experience
- Bullet point or dash formatting is preferred to describe job experiences
- Begin each job description or school project with an <u>action verb</u>
- Focus descriptions on <u>accomplishments</u> and not on job tasks
- Quantify your results, if possible (i.e. "Increased sales by 20%")
- Use percentages, ranges, and dollar amounts

PROJECTS (Academic/Degree Related)

Washtenaw Community College, Location (optional)   Month Year-Month Year
Project Title
- Brief description of what did you do or accomplished-past tense
- What techniques, concepts, and skills did you use?

EXPERIENCE

Company Name, Location   Month Year-Month Year
Position Title
- What did you do/accomplish?
- What techniques, concepts, and skills did you use?

ADDITIONAL SECTIONS

- Include additional sections, if relevant
    - Examples include: Research, Publications, Professional Associations, Student Organizations, Certifications/ Licenses, Military Service, or Presentations
- List campus and community activities
- Highlight leadership roles with bullet list of accomplishments
- Do not include high school activities

REFERENCES

- At the bottom of the resume it is optional to include "References Available Upon Request" and "Portfolio Available Upon Request" if space allows; otherwise eliminate from resume
- Create a separate Reference Page (not included on your resume)
- Utilize the same header as your resume (name and contact information)
    - For each reference list name, title, organization, email, and phone number
- Bring a copy of this page to the interview

- Example

REFERENCES

First Name Last Name
Position Title
Company
Address Line 1
City/State/ZIP
Phone
Email

First Name Last Name
Position Title
Company
Address Line 1
City/State/ZIP
Phone
Email

First Name Last Name
Position Title
Company
Address Line 1
City/State/ZIP
Phone
Email

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