

FORMAT

- Keep résumé at 1-2 pages
- Be consistent with format and spacing
- Emphasize headings using capital letters, underlining, or bold type
- Be consistent throughout with the use of bullets, capital letters, bold, italics, and underlining
- Set margins between 0.5-1 inch on all sides
- Ask a friend, classmate, or Career Transitions advisor to proofread for proper grammar, punctuation, and spelling
- Use appropriate fonts (e.g. Times, Arial, Verdana) in 10 – 12 pt. type for ease of reading
- Do not include pictures on the résumé
- 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.)

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)

Example

Education

Washtenaw Community College

**Associate in Applied Science
Computer Networking**

**Exp. Grad. Date:
Dec. 2016**

- GPA 3.8

**Associate in Applied Science
Computer Networking**

May 2014

- GPA 3.8

- XYZ Scholarship

Aug. 2013

OBJECTIVE/CAREER SUMMARY/PROFILE (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 or highlight key skills and qualifications relevant to a specific job



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 résumé, 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 action verb
- Focus descriptions on accomplishments and not on job tasks
- Quantify your results, if possible (i.e. "Increased sales by 20%")
- Use percentages, ranges, and dollar amounts

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 résumé, it is optional to include "References Available Upon Request" and "Portfolio Available Upon Request" if space allows; otherwise eliminate from résumé
- Create a separate Reference Page (not included on your résumé)
- Utilize the same header as your résumé (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
City, State ZIP
Phone
Email

First Name Last Name
Position Title
Company
Address
City, State ZIP
Phone
Email

First Name Last Name
Position Title
Company
Address
City, State ZIP
Phone
Email

