CAREER AND INTERNSHIP SERVICES CENTER
RESUME TIP SHEET

Formatting
Avoid using any of these formatting options:
- Tables - tabs for formattings
- Text boxes
- Images, including photos (in the U.S.), logos, graphics, graphs, other visuals, or text contained in any of these elements
- Headers and footers - do not list contact information in header
- Less common fonts
- Columns

SECTIONS (LISTED FROM TOP TO BOTTOM)

Contact Information
- List your city, state and zip code (no street address)
- Use a professional-looking email, such as a university email or first.lastname@gmail.com
- Add a URL for your LinkedIn profile (if it is up-to-date)
- Include a URL for your online portfolio if that is common in your industry
- Hyperlink all URL's

Professional Summary
- A must for career changers or anyone with 3-5 years of experience–may not be necessary for early career candidates in all fields
- For those in STEM fields--especially in tech fields--a Professional Summary is common even for those with less experience

Education
- List all degrees beginning with the most recent one and working backwards (reverse chronological order)
- List the name of your university
- If you are still attending classes, list the date you plan to graduate ex: Expected May 2023
- If you have completed degrees, just list the month and year it was granted ex: May 2019
- If your GPA is above 3.0, you should list it
- "Honors" subhead can be used to highlight scholarships, Dean's List or other awards
- "Relevant Coursework" subhead can highlight skills learned in class that are listed in a job posting

Skills and Certifications
• NOTE: If you do not have an extensive list of specialized skills, this section can appear as the final section at the bottom of the resume
• Certain fields--especially in STEM--should place the Skills section below Education
• List skills that are highlighted in position description for target roles
• Foreign languages can be listed, but only those at or above the intermediate skill level; do not list English
• If you list certifications, include the name of the granting authority and the expiration date

Academic Projects
• List academic projects to showcase what you can do with the knowledge you have gained in classes
• Structure them as you would a professional experience, listing the name of the project, where it was done (university or class), and bullets that explain the value

Relevant Experience
• Relevant Experience lists internships, jobs (part-time or full-time), or volunteer work that relates to the job you want
• This separate section can highlight skills developed in a job that is not your current or most recent one

Additional Professional Experience
• Jobs that are not in your field of choice--such as part-time roles in customer service, retail, or hospitality--still showcase your skills and should be listed
• Use these roles to demonstrate teamwork, problem-solving or other career-related skills.

Accomplishment Statements (aka Resume Bullets)
• Shows an employer what skills you have and the impact you made in your workplace.
NOTE: Accomplishment statements should show the value you add to a workplace, not just the tasks you completed.
• Should use action words, highlight relevant skills, and be quantifiable when possible

CAR Method
C = Challenge/Problem or Situation
A = Action taken in response to challenge/problem
R = Results of that action
Sample accomplishment statement: Developed a health education program utilizing behavior change strategies to increase exercise habits among a population of 50 women with type II diabetes

Action Verb: What action did you take to solve the problem?
Quantify Your Results: They can be qualitative (e.g. improved customer satisfaction) or quantitative (increased sales by 50%).

• A resume should not read like a position description: tasks in a position description are the work an employer wants done. A resume should detail HOW you did that work and WHAT SKILLS you can offer your next employer

Leadership and Extracurricular Activities
• This can be listed as two separate sections or as one combined section
• A leadership section should be formatted like the Relevant Experience section, with a list of accomplishment statements after each entry
• If membership or work with a group is limited, listing a single line with the group name and the dates of involvement is sufficient
• If you are a member and then hold a leadership role, listing both titles with dates can show growth to a future employer

Creating an ATS-friendly Resume
• An Applicant Tracking System (ATS) is software used by employers to track and evaluate candidates. Applicant "fitness" is determined by an algorithm and based on keyword matches.
• Match resume keywords to those in the position description. NOTE: wording must be an exact match, so "Managing" will not match "Managed."
• The ATS will parse the information in your resume, so formatting is important
• As mentioned in the formatting section, do not use tables or columns - the ATS cannot parse that formatting correctly
• Format resumes as Word docs--they are the most successful submissions
• PDF may be fine as well
• Do not include photos, color, or graphics–the ATS cannot parse those formats
• Avoid resume templates that feature graphics and platforms such as Canva - these platforms save PDF files as images and also cannot be parsed by an ATS
• Use traditional headings such as "Professional Experience" and not "Exciting Things I've Completed"

Additional ATS Resources
Jobscan - https://www.jobscan.co/applicant-tracking-systems
5 free scans per month, free articles and information
Skillsyncer - https://skillsyncer.com - Free for a year if registering with a .edu email
Indeed video: Applicant Tracking System Explained - https://youtu.be/DksA_vF84JA
Rezi - Rezi.ai - resume building platform; one free download to explore then a monthly fee