



# RESUME WRITING

## **Attend a resume workshop.**

Learn about the content, format, and appearance of your resume. Our career advisors can answer any questions you may have.

## **Keep a master resume.**

Include all your experiences in a separate document (master resume) and choose relevant items to create a tailored resume for each job application, based on the job description.

## **List your education first.**

Provide information about your university, degree, major, graduation date, and study abroad.

## **Brainstorm experiences to include.**

Think about past and current paid work, volunteer work, internships, class projects, research, clubs and organizations. Many students can benefit from including class projects on their resume, so make sure to talk about what you've done both in and out of the classroom.

## **Create your section titles.**

Include headings to organize your resume, such as Education, Experience, Internships, Projects, Volunteer Activities, and Certifications.

## **Add bullet points under each experience.**

Describe your experiences in detail. Provide examples, and quantify with numbers when possible. Emphasize things you've learned and skills you've developed, including teamwork, communication, problem solving, and leadership.

## **Get feedback.**

Ask career advisors, faculty, former supervisors, etc. for advice about your resume format, content, and appearance.

## **Schedule an appointment.**

Make an appointment with our career advisors.

*Keep at it!*

