

# Resume Tips



## Basics

- **Make it brief and skimmable.**
- **Your employer won't spend much time reading.**
- **Use bullet points, bold face, headings, and columns for readability and to highlight important information.**

## Page Basics

- **Keep the resume to one page.**
- **Anything more takes more time to read.**
- **Keeping it short highlights the most important things.**
- **Cut out old or irrelevant information to save on length.**
- **If you think everything is relevant, then only keep the most recent of each category.**

## Organization

- **Always put most relevant and recent information at the top.**
- **Contact info should be at the very top with your name in the largest font.**
- **If your degree is in the field, but you don't have much relevant work experience, put the degree first.**
- **If you have relevant work experience, list that at the top.**
- **Don't include anything pre-college unless it's absolutely relevant.**

## Design

- **Make your resume readable for both humans and computers.**
- **Avoid over-designing your resume; it's distracting.**
- **Use Serif fonts. Other fonts are jarring and more difficult to read.**
- **Sans Serif is good for headings while serif is better for information.**

## Headings

- **Experience: relevant work experience**
- **Skills and Abilities: programs and technology you know how to use**
- **Activities: relevant extracurricular activities that make you stand out from others**
- **Education: degrees, minors, universities, GPA, graduating honors**
- **Other headers: Research and Publications, Projects, Achievements**

## Final Tips

- **Have someone read over your resume.**
- **Double check for any errors which might make you look sloppy.**
- **Look at sample resumes for your specific field.**
- **Each field and position require different skills and experiences, so make sure you include those things on your resume.**