

# Resume Basics:

## building blocks to a 'one of a kind' document

01

Keep formatting simple. Go easy on **bold**, underline & *italics*

Choose a professional email address

Objectives are **ONLY** needed if your education *plus* experience do not equal the job you are applying for

Steer clear of fancy layouts or colored paper

Avoid a one size fits all resume. Tailor your resume to each employer

Experience- whether paid or unpaid is a part of your work history

02

**ALWAYS** include your education. GPA is only included when mentioned in the job description

Use bullet points to list clear and detailed information about your work experience

List dates in chronological order

Percentages, stats and numbers get attention- use them when applicable

03

Use **ACTION** verbs to highlight job duties.

Search job postings for nouns/noun phrases that are repeated and use them!

04

Consider additional relevant categories such as Special Qualifications, Memberships, etc

05

**Always** have someone else proof read your resume!

Your cover letter creates the **FIRST** impression of your ability to communicate

A cover letter never travels alone; it's either with you or your resume

06

3 part cover letter: **opening** (who you are and why you are writing) **main body** (2-3 relevant accomplishments, skills or exp., **closing** (express a desire for future communication

Keep it brief yet informative, no more than **one** page