

# Resume Building

Your resume will be the first thing a recruiter sees, so it's your one chance to get your foot in the door for an interview. Resumes showcase your skills, accomplishments, and educational background. They are meant to be a preview into what you would offer as a potential candidate. It's important your resume stands out!



## Tailor it for a perfect fit

Your resume should always be tailored for the job you are applying to. Different positions require special skillsets and qualifications. Ensure your resume isn't generic. How can you do this? Start by researching the company, reviewing the job description, identifying key skills, and then incorporating the information gathered. Key words are important as many companies use an applicant tracking system that identifies keywords within your resume.



## Quantify

Always quantify or provide additional details regarding the accomplishment you are describing. Provide numbers, percentages, and specific metrics of goals you met. For example: If your accomplishment was generating new sales, you may add the number or percentage of new sales you generated.

## List and Prioritize



Make a list of all of your experiences to date. These may include internship experiences, employment opportunities, extracurricular activities, or volunteer experience. Make note of the experiences that are most relevant to the role you are applying to. For example, if you are applying for a role in marketing, it may not be wise to use your space to share those experiences that align with the field and the role.



## Lead by Example

It is important to show times when you have led initiatives and projects. You don't have to be in a position of authority to lead! Think about times you have organized, managed, taken the initiative, motivated, served as a mentor or simply taken on additional responsibilities. These are all leadership skills. Use words like managed, led, oversaw, spearheaded, directed, initiated, implemented, collaborated and motivated.

### Formatting Basics:

- Margins: 1 inch on each side
- Font: 12 point font, consistent font theme and easy to read (Times New Roman, Calibri, Arial)
- Length: maximum of 1 page, 1-2 if you have more experience
- Headings: use capitalization, bold, or italics to highlight parts of headings, stay consistent
- Experience order: Reverse chronological order

### Resume Sections:

- Contact Information: Name, Email, Phone Number
- Education: Most recent first, full university/college name, list degree, expected graduation date, GPA
- Honors/Accomplishments: Dean's list, awards
- Experience/Activities: Internships, employment, club involvement, extracurricular activities
- Special Skills: Tech, foreign language, other related skills

### Questions to Consider for Bullet Points:

- What did you do during that time and what was the overall goal?
- How did you accomplish that goal- what steps did you take and what tools did you use?
- What was the end result- were you successful and if so, how?
- Who was impacted by this activity, initiative, project?