



# RESUME TIPS

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Your resume is a marketing tool to help you highlight your relevant education, work experience, and skills. The goal of a resume is to showcase your qualifications and accomplishments as a job candidate in your chosen industry.

## RESUME FORMATTING

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- Use a legible font, (i.e., Arial, Calibri, Times New Roman, or Courier).
- Font size should not be smaller than 10-point font and no larger than 12-point font (excluding your name at the top of the page).
- Margin sizes will vary between .5" and 1.0" depending on the space you need for content.
- When sending your resume electronically, save your resume as a PDF.

## RESUME CONTENT:

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- Your name and contact details should always be listed at the top of your resume.
- A chronological resume lists your experience with the most recent/current work experience and works backwards in time.
- Organize the sections of your resume and the bullet points within a section in order of relevance to the job you are applying for, listing most important information/sections first.
- The bullet points under your work experience should detail your accomplishments, responsibilities, and contributions to the job role.

*(Action word + tasks) + Result = Bulleted Statement*

*Ex: Collaborated (action word) with team members to efficiently complete designated assignments (task) ahead of project schedule deadline. (result)*

- Use action verbs to help paint a dynamic picture of your experience and make your achievements stand out to potential employers.

**Examples of action verbs:**

- Managed
- Implemented
- Developed
- Coached
- Assisted

- Organize the education section with your current/most recent listed first and work your way back.  
***You do not need to list your high school education if it has been 5+ years since you've graduated.***
- The Skills section should include 6-10 skills, **do not** list more than 12 skills.  
***Make sure to have a good mix of soft skills and technical skills listed.***
- Put your references on a separate page and only submit them when requested.  
***You do not need to put that your references are "Available upon request" on your resume.***
- Have someone review your resume!

## THINGS TO AVOID:

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- Spelling and grammar mistakes
- Inconsistent formatting (including too many different fonts)
- Overused words or industry specific jargon
- Using unprofessional email addresses
- Generic resumes






# INTERVIEW TIPS

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- Research the organization you are interviewing with.
- Prepare your questions in advance.  
***Avoid asking questions that are easily found on their website.***
- Arrive early & prepared.
- Carry a couple of copies of your resume with you.  
***If you know you're going to have a panel style interview, ask how many people you will be interviewing with so that you can bring enough resumes.***
- Dress professionally and neatly groomed.  
***If you do not know what would be considered appropriate interview attire at the organization, call & ask for clarification.***
- Be respectful to everyone you meet from the front desk to the interviewer(s).
- Be able to talk about how your skills and experience will apply to the job role and the organization.
- Avoid filler words such as "like", "you know", and "basically".
- Follow up with a short email thanking the interviewer(s) for their time, restating your interest in the job.  
***Write separate and personalized emails for more than one interviewer.***

## CONNECT WITH ME!

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