

## Grade Point Average (GPA)

Include your GPA if it is 3.0 or better. If your GPA is less than 3.0, you may want to identify only your major GPA. If you have worked during college, consider including the percentage of the college expenses you earned.

## Experience

In a consistent manner, list your work experiences in reverse chronological order (most recent first). Experiences may include full-time or part-time employment as well as summer jobs, volunteer work and internships. Follow these guidelines:

- List your job title, the employer's name, city and state.
- List related skills, responsibilities and results of your actions.
- Highlight when an increase in responsibility occurred or when you received a promotion.
- Use numbers to qualify information: i.e., "cash sales of \$9,000" or "supervised four clerks".
- If you have career-related experience, you can divide your experience into two sections: "Career-Related Experience" and "Other Experience". This allows you to put the most relevant items together.

## Activities

Employers look for well-rounded individuals who involve themselves with extracurricular activities. You may want to:

- Include both college and community activities.
- List professional affiliations.
- Highlight activities closely related to your career goals and/or the needs of the employer.

## Honors

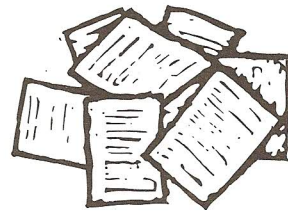
List any honors which indicate your strong academic abilities, i.e., honorary societies, scholarships, awards and dean's lists.

## Military Service

Identify the branch of service, locations, your rank and dates of service. Briefly describe your assignment, achievements and demonstrated skills in terms relevant to employers. Avoid using technical military terms.

## References

If you do not have space on your resume for references, it is a good idea to state, "References are available upon request". Create a listing of your references with work addresses and phone numbers on a second page. Always make sure that you have permission from individuals *before* listing them as references.



## Your Resume's Appearance

The appearance of your resume must invite the reader to carefully consider your qualifications.

### Writing style

Write your resume so key facts leap from the page. Omit all personal pronouns. Avoid wordiness and don't get bogged down in details that are of no interest to potential employers.

### Content

Provide information that is relevant and positive; avoid a boastful or dishonest resume; and accentuate your most marketable skills and experiences. Quantify when possible.

### Format

Prioritize information in your resume from the most important to least important. Have plenty of white space so the resume doesn't look cramped. Font size from 11 point to 12 point works well.

### Paper quality

Produce your resume on top quality bond paper of at least 20-pound weight, size 8 1/2" x 11". Suggested colors are white, off-white or ivory. Darker copy may not photocopy or scan well.

### Length

Limit your resume to one page. However, your references may be on a separate page.

### Emphasizing important items

Graphics—such as CAPITALIZING, **bold**, underlining, the asterisk (\*) or the bullet (•) help to highlight items you want to bring to the reader's attention. However, do not overuse these graphics or they will lose their impact. And don't use graphics in a resume that will be scanned.

### Proofread, Proofread!

An error-free resume is essential.

### Production

Word processing using a laser printer is the best method.