CAREER SERVICES RESUME GUIDE

The purpose of a resume is to obtain an interview. It is **NOT** a biography but a way to brand and display your accomplishments and skills. You may need more than one resume when searching for employment. Below are several tips to assist you:

GENERAL

- Keep an entry-level resume to one page. Those with years of experience may have resumes that are two pages. Include your name, email, and phone number on top of the first page. Choose an email that is professional; we recommend your first initial and last name as a common email address instead of one reflecting your personal interests.

- Use a minimum font size of 10 points (maximum of 12) and one inch margins.

- Avoid using abbreviations or acronyms. Use spell check. Proofread your resume, have others proofread it for you, then read your resume out loud for a final check. Many times words can be spelled correctly but are not grammatically correct.

- Avoid writing in the first person ("I") or using personal pronouns ("my" or "mine").

- Focus your resume to a specific job, industry, or specialty. You can do this by reading the job description and incorporating relevant keywords into your resume. Keywords are essential for your resume to get past the initial screening process.

SUMMARY/OBJECTIVE

Resumes generally begin with a summary or an objective.

- Summaries list unique specific experience relevant to the position you seek.

- Objectives tend to be used less today but can be beneficial if you are targeting a specific job, especially if you have never worked in that specific field. An objective statement specifically describes what position you desire.

EDUCATION

Include Purdue University Global (no city or state). Spell out the proper degree name; for example, instead of "B.S. in Accounting," write "Bachelor of Science in Accounting."

- List your graduation date as the month and year; it is not necessary to list "estimated or expected graduation."

- List GPAs over 3.0 and include academic honors such as Dean's List or President's List.

- Exclude high school information once you are enrolled at a university.

- Include licenses, certifications, and training that are relevant to the job you seek.

- Include professional organizations or student clubs that relate to your field of study to show your commitment to your profession.

PROFESSIONAL EXPERIENCE

- List your experience and work history from the present moving backwards. Dates generally include month and year, for example: 01/2009–present.

- List your employer's name, city, and state. Use the tab button to line up dates in the right margin.

- Bold job titles. Do not include personal information, manager's name, salary, or reason for leaving.

- Use bullet points to list job duties and results. Include significant accomplishments similar to the responsibilities of the job you are seeking. Do not include minor job duties. Use specific duties and results that can be measured and quantified. Use action verbs to help identify results that impact the success of the company. For example:

  "Maintained local area network, resulting in a 50 percent reduction in down time and increased productivity"

  "Provided excellent customer service ensuring repeat business"

- Limit experience to a maximum of 10 years. Include more only if the former position relates directly to the job you are seeking.

TECHNICAL SKILLS

List all applicable software and operating systems that you would be able to use in your job, such as:

- Software: Microsoft Office (Word, Excel, PowerPoint, Access, and Outlook) and Internet research.

- Operating Systems: Microsoft Windows XP Professional, Vista, and Mac OS X.

ADDITIONAL SECTIONS

- Include additional sections as appropriate, such as Internships/Volunteer Experience, Community Service, Languages, Professional Memberships (includes associations and affiliations), and Awards.

- Exclude a reference statement; wait until references are requested.
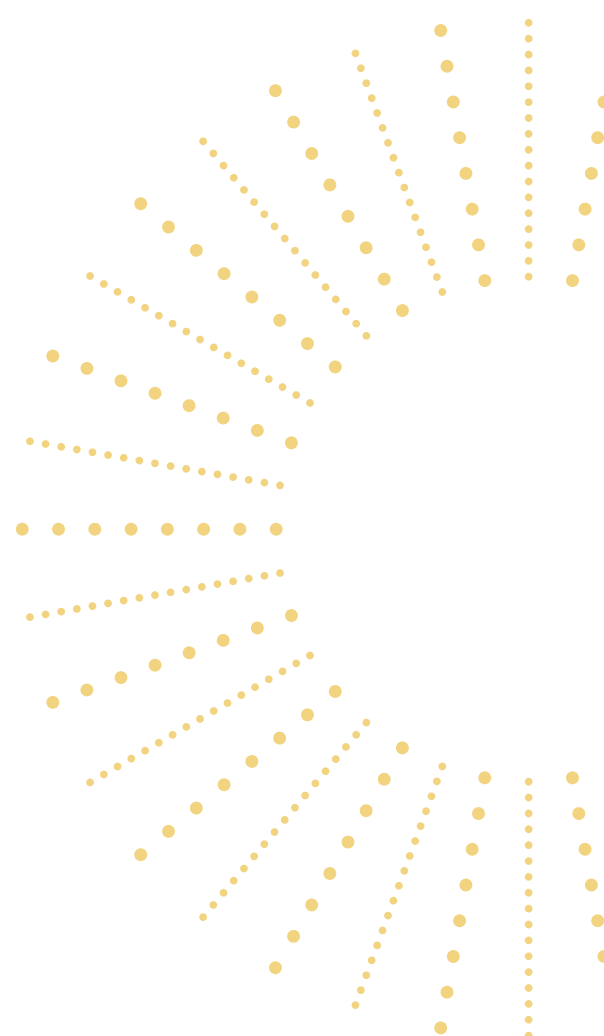
For further assistance with your resume, please contact your Career Specialist at CareerServices@PurdueGlobal.edu.