FORMAT

- Keep résumé at 1-2 pages
- Be consistent with format and spacing
- Emphasize headings using capital letters, underlining, or bold type
- Be consistent throughout with the use of bullets, capital letters, bold, italics, and underlining
- Set margins between 0.5-1 inch on all sides
- Ask a friend, classmate, or Career Transitions advisor to proofread for proper grammar, punctuation, and spelling
- Use appropriate fonts (e.g. Times, Arial, Verdana) in 10 – 12 pt. type for ease of reading
- Do not include pictures on the résumé
- Save document in PDF format; check file for additional blank page at the end

CONTACT INFORMATION

- Full name
- Current mailing address
- One telephone number with area code
- Professional email address
- LinkedIn address and portfolio link if applicable
- Do not include personal information (e.g. age, marital status, ethnicity, religion affiliation, birthdate, etc.)

Jane P. Doe

4800 E. Huron River Dr.
Ann Arbor, MI 48105

Jane P. Doe

4800 E. Huron River Dr. awolf@wccnet.edu
Ann Arbor, MI 48105 734-677-5155

EDUCATION

- List the highest degree obtained first and then preceding degrees
  - Use full name of all degrees, certificates, majors, minors, and concentrations
  - No abbreviations
  - List the full name of the institution (s) with city, state, or country if outside of the United States
- Include the month and year of graduation or month and year of expected graduation.
  - Include dates of attendance if currently enrolled (e.g. Sept. 2012 – Present)
- · Include overall GPA, if it is a 3.0 or higher
  - 3.0 is a standard minimum request from employers
- Remove high school information after the first year of college unless information is relevant (honors & awards)

Example

Education

Washtenaw Community College

Associate in Applied Science Computer Networking	**Exp. Grad. Date: Dec. 2016**
- GPA 3.8	
Associate in Applied Science Computer Networking	**May 2014**
- GPA 3.8	
- XYZ Scholarship	**Aug. 2013**

OBJECTIVE/CAREER SUMMARY/PROFILE (optional)

- Objective – Recommended for those seeking volunteer, co-op, internship, or entry-level positions
- Career Summary – Recommended for experienced job seekers to summarize significant accomplishments or highlight key skills and qualifications relevant to a specific job