

#### 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. Ann Arbor, MI 48105 awolf@wccnet.edu 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

(in) WCC Career Transitions

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**@WCC\_Career** 

**WCC Career Transitions** 

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