

SKILLS

- List relevant technical skills
- Minimize listing soft skills (e.g. strong communication skills)
 - Give examples in employment/academic projects section
- List any language skills (fluent, conversational, professional level)

Technical Skills

(tables assist in categorizing skills to be viewed easily/quickly)

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•	•	•
•	•	•

EMPLOYMENT/ACADEMIC PROJECTS

- Include the position title, company name, city/state/country, and dates of employment
- Include keywords from the job description in your résumé, if applicable
- Use past tense for former job positions and present tense for current roles
- Include relevant paid work, seasonal jobs, family-owned businesses
- Create separate sections for co-op, internship, and volunteer experience
- Bullet point or dash formatting is preferred to describe job experiences
- Begin each job description or school project with an action verb
- Focus descriptions on accomplishments and not on job tasks
- Quantify your results, if possible (i.e. "Increased sales by 20%")
- Use percentages, ranges, and dollar amounts

ADDITIONAL SECTIONS

- Include additional sections, if relevant
 - Examples include: Research, publications, professional associations, student organizations, certifications/licenses, military service, or presentations
- List campus and community activities
- Highlight leadership roles with bullet list of accomplishments
- Do not include high school activities

REFERENCES

- At the bottom of the résumé, it is optional to include "References Available Upon Request" and "Portfolio Available Upon Request" if space allows; otherwise eliminate from résumé
- Create a separate Reference Page (not included on your résumé)
- Utilize the same header as your résumé (name and contact information)
 - For each reference list name, title, organization, email, and phone number
- Bring a copy of this page to the interview

Example

References

First Name Last Name
Position Title
Company
Address
City, State ZIP
Phone
Email

First Name Last Name
Position Title
Company
Address
City, State ZIP
Phone
Email

First Name Last Name
Position Title
Company
Address
City, State ZIP
Phone
Email

