Resume Instructions

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Use an email address that conveys professionalism and have an appropriate voice greeting

SUMMARY OF QUALIFICATIONS

- List 3-4 bullet points that are specific to the job or career field

EXPERIENCE

Job Title Dates of Employment
Organization, City, State

- Describe your responsibilities here, starting with active verbs
- Make your descriptions energetic and short
- Present information in reverse chronological format

Job Title Dates of Employment
Organization, City, State

- Bullet format is preferred by many employers
- Focus on results, skills, leadership, initiative and teamwork

Focus on the employer's need when developing your resume

SKILLS

- Emphasize computer software programs
- Include all job related skills developed in courses and internships
- Avoid listing general skills (like communication skills)

Demonstrate relevant skill for the position in the Skills section

EDUCATION

School Name, City, State
Name of degree/program

- Do not need to list high school if enrolled in higher education

OTHER HEADINGS

- Choose additional headings that highlight your strengths in areas such as Leadership, Professional Organizations, Community Service, indicating your accomplishments and offices held

Related activities and service provide a full picture of you as a candidate