**Resume Writing 101**

**The Header**

* **What should be included?**
  + Name
  + Permanent and present address
  + E-mail Address (make sure it’s appropriate)
  + Telephone Number
* **Where should contact information go?**
  + Top of the page

**Objective Statement**

* **Purpose**
  + Communicate the type of position you are interested in

**Education**

* **Name of School**
  + Include city and state
* **Name of your degree** 
  + What you received or will be receiving
  + Include date of completion or expected date of completion
* **GPA**

**Experience**

* **What is considered “experience”**
  + Full and part-time jobs
  + Volunteer Work
  + Internships
* **Information to include**
  + Job Title
  + Dates of Employment
  + Company Name
  + City and State

**Listing Responsibilities**

* Use bullet points
* Start each line with an action verb
  + Present tense if currently employed
  + Past tense if no longer employed
  + Vary your choice of verbs
* Tailor skills and experiences to the position you are applying for
* Be concise while providing enough detail

**Honors and Awards**

* **Order by dates**
  + Reverse Chronological
  + **Example:**
    - Honored Titan (May 2018)
    - Student of the Month (October 2017)
    - Honor Roll (June 2017)

**Professional Affiliations and Activities**

* Order by date
  + Reverse chronological
* Do not say *Member of…*
* Emphasize your leadership roles
* Spell out the organization's or clubs name
  + Do not use abbreviations or acronyms

**References**

* Need at least **two**
* Cannot be a friend or family member
* Include name, job title and phone number

**Resume Dos**

* Use action verbs
* Use short, concise sentences
* Keep resume easy to read
* Keep resume about one page

**Resume Don’ts**

* Do not use pronouns such as I, me, my, etc.
* Do not clutter your resume with nonessential information
* Do not make any misrepresentations
* Do not include personal information
  + Social Security Number, sex, height, weight, photograph, etc.

**Resume Overview**

* If you would like to have your resume proof read by a staff member on campus, grab a cover sheet to attach to your resume
* Please bring it to the library **by Tuesday, April 23rd**. It will be returned to your 4th period class by Monday, April 29th