DEVELOPING YOUR RESUME

The purpose of a resume is to provide a summary of your experiences, skills, abilities and accomplishments. It is a marketing tool used to communicate your value to an employer or to an admissions committee.

Ask yourself, "What is this resume being used for?" (e.g., job application, networking outreach, graduate school application, etc.) Tailor your resume according to the specific purpose.

Layout & Appearance
- Avoid using templates – they are difficult to edit
- Font size and margins (10-12 point font and 0.5-1.0 inch margins)
- Concise, clear, direct and easy to read; usually one to two pages in length, use an addendum for special information such as projects, publications, and so forth
- Name stands out at the top of the page and includes address, phone number and email
- Do not use the 'Header' or 'Footer' features as Applicant Tracking Software systems may not all "read" that data when importing your information into the employer database
- Formatting is consistent (e.g. bold, font, bullet sizes, heading styles, alignment of text)
- Headings and statements are evenly spaced
- Verb tenses are in the present tense for current jobs
- Verb tenses are in the past tense for previous jobs or completed projects in a current job
- There are approximately 2-6 statements per job
- Place job titles and places of employment along the left-margin for emphasis, dates to the right
- Work experience and skills typically take precedence over education within a few years after graduation (with regard to the order of the sections of the resume)

Content
- Header sections (Education, Experience, and Skills, etc.) make sense and the order is purposeful
- Experiences within sections are listed in reverse chronological order
- Education section states official degree and field of study; graduation date become less important to list after many year of experience
- Statements demonstrate major accomplishments rather than routine tasks/duties
- Accomplishment statements start with action verbs – think about transferrable skills and technical
- Statements demonstrate results and outcomes; quantify results when possible
- Skills section featuring language, computer and technical skills
- Resume is completely free from spelling, punctuation and grammatical errors
- Professional association memberships, certification and licensure, volunteer engagement, and other sections add value to one's experiences
- Summary of Skills or a Profile at the top of the page can emphasize summaries of competencies and experiences across many job roles over time; these can be useful sections for career changers

- Be honest and accurate
- Avoid jargon unless completely understood within the target industry

Layout Choices:
- **Chronological:** common, traditional format, presenting experiences in reverse chronological order (typical sections: contact information, Summary, Professional Experience, Education, Skills, and Professional Memberships). Often best when applying for opportunities within the same industry, and to show steady growth and progression with no gaps.
- **Functional:** less common format, using 2-4 functional categories (i.e., skill sets, competency groups) as headings under which all experiences are organized, followed by a work history list. Can be a good strategy when one is changing careers, has gaps in employment, or has a varied and unusual work history. Can be more challenging to write and may be less favored in certain industries.
- **Hybrid:** a combination of the chronological and functional styles, used to highlight your ability to perform a different type of role. Typically a Profile or Selected Accomplishments section uses the functional categories desired to highlight, then the rest of the resume appears more like the conventional chronological resume. Used for many of the same reasons as a functional resume, including when one has had many jobs that are all similar in nature or has been with one organization for a long time.

Key Sections of a Resume

- **Heading**
  Your identifying information - name, address, phone, and email - should be presented in a clear, centered and balanced format. Some individuals only include email and telephone for perceived privacy considerations when applying via major resume databases; others prefer to emphasize geographic location to signal to the employer that relocation is not necessary. If you have an advanced degree, such as an MBA, do not list it after your name at the top of the page; Applicant Tracking Software systems can misread that as your last name.

<div align="center">

NAME
Street Address, City, State Zip
Phone • Email

</div>

- **Summary / Profile**
  This section should be a concise summary of your over-arching competencies and strengths, experience and expertise, and any characteristics and traits you possess that will add value to the prospective employer. A profile helps you position yourself and your value to the employer right at the top of your resume. It can be presented in list format, with 3 to 5 key bullet points, via a short narrative, or a combination of both styles.

  SUMMARY:

More than 15 years of experience in higher education administration and leadership including:
  - Example of expertise area(s)
  - A specific accomplishment or award
  - A summary of skills and core competencies

- **Professional Experience**
  Summarizes the work experiences and accomplishments starting with the most recent then listing others in reverse chronological order. It is typical to include job title, organization, city and state, and dates as the standard header information. As references in the handout already, focus on accomplishment and outcome statements more than just listing duties and skills. The more experience you have, consider using multiple Experience sections, labeled according to areas of functional expertise (e.g., Strategic Planning Experience, Finance and Budget Management Experience).

  Ajax Widgets, Baltimore, MD
  Business Development Associate   June 2015 to Present
    - Accomplishment and outcomes statements
    - Summaries of skills and experiences
    - Bullet points should be concise, no more than two lines of text

- **Education / Training**
  Educational background can be fairly simply listed, with the name of the institution, city and state where located, the degree name and field of study. Many choose to omit the dates of degrees obtained unless recent. List highest and most recent degree first, with others in reverse chronological order. Additional education and training may be included here or in a separate Professional Development or Continuing Education section, for example.

  Bryn Mawr College, Bryn Mawr, PA
  Bachelor of Arts in English

- **Affiliations / Memberships**
  Participation in professional associations and societies demonstrates a high level of engagement and connectedness in your field. This section can simply list affiliations and dates of involvement, including committees and special projects where applicable.

- **Skills**
  If you are an IT, engineering, or sciences professional, you may choose to position your skills higher up on the resume. For others, this section is often listed last to "round out" the resume. Given the heavy use of Applicant Tracking Software systems that scan and "read" resumes, it is to your advantage to list all computer skills even if they seem fairly common (e.g., Microsoft Word, Outlook, etc.)