

Creating a resume is one of the most important steps in the job application process. Your resume is often your first impression on a potential employer, so presenting yourself well is essential.

## Choose a Design

### LAYOUT

The first step in creating a resume is to decide on an appropriate layout. Different layouts are more effective depending on the position you are applying for.

For instance, an accountant's resume should present work experience and coursework chronologically, typically in black and white. In contrast, a graphic designer's resume can incorporate color and creative designs to showcase experience and skills.

This kit offers three resume templates that can be adapted for a variety of positions:

1. [Resume template – Summary / Skills / Work History](#)
2. [Resume template – Summary / Experience / Volunteer History](#)
3. [Resume template – Summary / Professional Experience](#)

### TYPOGRAPHY

Typography is about making the written information on your resume appealing and readable.

Start by choosing an easy-to-read font like Arial or Times New Roman. The font size can vary depending on how much experience you need to fit on your resume, but it should not be smaller than 10 points.

## Create Sections

Organize your resume into sections for better flow, maintaining a consistent layout and spacing throughout the document. Use the following information to set up your sections.

### HEADING

In the heading of your resume, include your:

- Name
- Contact information – email address, phone number, city, and state
- Links to online information – LinkedIn, website, GitHub, etc.

## PROFESSIONAL SUMMARY

In the Professional Summary section, provide a brief overview of your resume in two to four sentences, highlighting your experiences, skills, and career goals.

## WORK EXPERIENCE

In the Work Experience section, include the following information for each job you've held:

- Job title/position
- Name of the organization/employer
- Start and end dates (month/year)
- Two to four bullet points outlining your responsibilities and notable accomplishments

## EDUCATION

Include your major, degree, school, location, and relevant coursework, always listing the highest level of education first.

## VOLUNTEER EXPERIENCE

Provide the organization name, the dates of your involvement, and a summary of your responsibilities.

## SKILLS

List the skills you are good at or fluent in. For example, you can include skills like Microsoft Office or speaking Spanish.

## AWARDS

Include any professional awards, achievements, or certifications you have earned.

## Develop Content

Your resume is a powerful tool that showcases your experience and the remarkable journey behind it!

If you have a wealth of related work experience, let it shine. If your experience is limited, you can still make an impact by highlighting relevant coursework, volunteer work, and your active involvement in organizations.

Use the following tips when listing your work experience, class projects, and volunteer experience.

## DO THIS

### Action Verbs

Begin each bullet point with a strong action verb, such as “created” or “assisted”.

### Verb Tense

Use present-tense verbs for your current positions and past-tense verbs for previous roles.

### Achievements

Frame your bullet points in a way that showcases your accomplishments, such as “led a team to achieve the highest yearly sales in the company’s history.”

## DON'T DO THIS

### Syntax Mistakes

Review your resume using a spelling/grammar checker when you are finished. Then, have a friend proofread it before you share it with a potential employer.

### Personal Information

Don’t include personal details on your resume such as age, sex, race, religion, political affiliation, height, or weight.

### References

Rather than listing professional or personal references on your resume, provide them separately if asked. Employers who gather references typically ask for them separately.

### Distant Past

Don’t include experiences from a long time ago; instead, focus on the most relevant and current information.

## Submit to Employer

## HIGHLIGHTS

Using the position description included in the job posting, highlight your relevant experience. For example, if the position involves working with a budget, include money management experience.

## FORMAT

Save your resume as a PDF to ensure the information remains intact. Check the PDF before submitting it to confirm that the layout hasn't changed during the conversion.