

# RESUME STANDARDS

A resume is an important tool for any job seeker as a means of presenting themselves to an employer as a qualified candidate and to help the job seeker organize their skills and abilities in preparation for an interview.

The VR Fee Schedule requires that a resume be submitted in an electronic format and states, “The resume ... shall be professional in appearance and accurately reflect participant’s information, work and educational histories, and be free of spelling and grammatical errors.” The resume is a tool a participant will continue to develop as they progress through their career.

## Professional in Appearance

- Include a professional summary/skills statement headline to showcase skills applicable to the workplace or industry
- Accurately reflect participant’s information, work, and educational histories

## Formatting

- Standard formatting is one page (8 ½ x 11 with one-inch margins) with limited exceptions for individuals with extensive experience in highly technical fields
- Consistent indentations and formatting (bold, italics, bullets, date alignment, etc.) must be used
- Photos and graphics should not be used unless for an accepted industry standard

## Font

- Use a simple format with a standard font (Times New Roman or Arial preferred) and color (black)

## Heading

- Contact information must be present, current, and appropriate on the top of the resume and should include phone number and work-appropriate email address. A mailing address is not necessary.

## Experience

- Action words and complete phrases should be used to clearly describe work performed for each position listed, including start and end dates (month and year) where possible
- College student resumes can include internships, co-ops, clinicals/rotations, volunteering, student clubs, military experience, and job shadowing in this section

## Free of Spelling + Grammatical Errors

- Resumes must be spell checked, error-free and have consistent punctuation and tense

## Education

- The highest level of education should be listed first, including all relevant trainings and certifications, credentials, apprenticeships, and licensures
- High school is generally omitted if a further degree has been obtained or at least one year of college has been completed
- College student resumes can include highlights such as research projects, competitions, study abroad experiences, grants/scholarships awarded, or other details relevant to the job or industry

## Organization

- Experience starts from most recent work and goes backwards
- Education is listed after experience, unless the candidate is still in school, a recent graduate, or is relevant to the position
- References should not be included on the resume generally

## Limited Work Experience

- For individuals with limited work experience, a resume may include:
- Any volunteer experiences, unpaid work (e.g. babysitting, dog walking, lawn mowing)
- Educational highlights
- Skills
- Workshop experiences, and/or
- Leadership roles in clubs, organizations, and/or professional associations

## Electronic Format

Resumes must be submitted through a standard editable format (Word file) which allows the VR staff and participant to:

- Edit the resume as skills are gained,
- Target specific opportunities, and
- Update contact information as needed