

TIPS FOR WRITING A RESUME

Formatting - Keep it CLEAR, CLEAN and CONSISTENT. Use standard margins and fonts (no smaller than 10 pts). Make it easy to read.

Language - Avoid jargon and slang and personal pronouns (“I”, “we,” “my”)

Sections to Include: Contact, Education, Employment History; Skills, Honors and Awards, Activities and Interests (optional)

Order - Use reverse chronological order

Bullet points - Begin with action verbs; Use keywords from the job description; Quantify your experiences when possible; List the most relevant and important experiences at the top

Tailor appropriately - Compare your resume with the job description and make sure the information you include demonstrates why you should be considered. Choose only those details most relevant to the job to which you are applying, which might mean highlighting the transferable skills you’ve gained from experiences that don’t, at first glance, seem relevant.

Audience - Human Resources and Hiring Managers are most interested in learning how you fit the position and company.

Show don’t Tell - Use active language to describe what you did, how you did it, and what resulted from your action. Especially when describing “soft skills,” include evidence.

Send as a PDF - Especially if you have special formatting, save and send as a PDF rather than a Word Document to preserve the formatting.

Keep a Master - Since you should be selective about what details you include on each resume, keep a master resume with all of your experiences, skills, responsibilities and accomplishments so you can easily choose the most relevant ones when you need them.

Update Often - Keep your resume up to date by returning to it often so you don’t forget what you have been doing.

Proofread. Proofread. Proofread.

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