Content

Formatting

Heading

Contact information:

- ☐ E ai
- ☐ Ph e
- ☐ Li edI Acc

*I c de 3 a a e e ca c ac .
*A id i g ai i g add e
Use a professional email
*U e a e ai add e chec f e . Ma e e i i f ee f a g fa i a d i ea i a cia ed i h a e.
(d e@h i .c ea ba ed)

Avoid large/distracting heading elements
(i e , ba , g a hic , e c.) Y a e h d d i a e he headi g.

Job Objective

OPTIONAL: A g d a e e de a e c ea e e g a ha h a e a g a ch f he i i .

I i j a ha **research your industry** ee ha e f i d c a e e he fe i a a e i g he i d c e (e : biec i e a e e a f a ifica i , ca ee high igh , fe i a a , e c.)

Education

Write out the official title of the degree a e ecei i g (e : Bache f Scie ce, Ma e f A).

List in reverse chronological order. S a i h he ece deg ee a d bac a d .
List Education before Experience. Y deg ee i ece acc i h e a d i a big e i g i a i be f a d ce e .

Experience

Action verbs should be used to begin each bulleted accomplishment statement/job duty.
A id i g a e e ch a "d ie i c ded" " e ib e f ."U e e e e e b f c e b a d a e e e b f e i b . A id e ea i g ac i e b .

Consistency in entries. Each e h d ha e he a e f a a d i f a i ided. 3-5 b e ed acc i h e a e e /i b d ie
Bullet points were not used. B e i aid i he eadabi i a d f f e e.

Fillable Example

Email
Phone
LinkedIn

Objective:

Content

Fillable Example

Core Competencies

Check all that apply.

- ☐ **Communication:** The abi i ... i e, ea , a d i e e he .
- ☐ **Teamwork/Collaboration:** The abi i ge he a d effec i e e he e g h f each i di id a ee a c g a .
- ☐ **Problem Solving/Analytical Skills:** The abi i e a a e a d de a d i a d he effec f deci i .
- ☐ **Innovation and Creativity/initiative:** The abi i de e e idea e h d c e e a ec .
- ☐ **Influence:** The abi i i a e, c i ce, e ade a g d e hi g.
- ☐ **Technical Knowledge:** The abi i e c a ica i a d ech ica f a e ecific ca ee .
- ☐ **Global Issues/Cultural Competence:** The abi i a d bac f e a d bec e a a e f c a a e , be ief , a d e ce i a d h he a e e e a g ba i e a d i e ac effec i e .
- ☐ **Decision Making (Leadership):** The abi i ec g i e, de a d, a d defi e b e a d effec i e ch e be ee diffe e i i j e e cha ge.

Fill in as needed

Where did you develop these skills? (Work Experience, Internship, Co-curricular Involvement, Volunteer, Study Abroad, Classroom Proiects, etc.)	Give specific examples of this skill/quality.	How would you write this on your resume?

Formatting

- ☐ **Avoid using a resume template.** Ma e e ha e ha he a e e - ed a d h ac f c ea i i .
- ☐ **Resume is a constant in style and/or formatting.** F e a e, he e f f i e/ e, e a d e ca e e e , b e . a a i e f a, a d ec i a .
- ☐ **Reduce or expand** d ce a c ci e d c e ha e be (Le g h de e d a i a d a i f e e ie ce a d acc i h e)
- ☐ **Spell out acronyms to keep your resume looking formal.** (e : Ca if ia S a e U i e i Ea Ba (CSUEB))
- ☐ **Omit all high school information by your sophomore year of college.** F hi i , e e h d f c acc i h e a he c ege e e a d be d.
- ☐ **Omit references and/or the unnecessary phrase "re (es and/). (or the u (y thei m. .oigh le upon r). (eques). (t.")TJ/**
- ☐
- ☐
- ☐
- ☐