

Resume Standards

for using *Informatics Career Link*

<http://informatics.indiana.edu/careers/careerlink/>

1. Please make sure you meet all the following guidelines before submitting your resume for approval on Career Link.
2. Please see the sample resumes on the Informatics Careers website and in this packet.
3. If you have questions or need assistance, please make an appointment to meet with a career services staff member.

PLEASE CONSIDER

- Are your most important relevant technical and non-technical skills being portrayed?
- Are your most relevant experiences inside and outside the classroom being displayed?
- To the best of your ability and knowledge, does your resume relate to the type of jobs/internships for which you wish to apply?

BASIC RESUME STANDARDS

- Do not include personal information (pictures, date of birth, ethnicity, etc.) unless specifically and ethically asked by an appropriate employer.
- No misspellings or grammatical errors.
- Use consistent font, spacing and formatting.
- Avoid personal pronouns (my, me, I).
- Keep resume to one page (graduate students and/or individuals with extensive full-time work experience may have two pages, but the 2nd page must be full; no half pages).
- Avoid use of abbreviations, slang or jargon not commonly known in the field.
- Too much white space is a bad thing, but enough for the employer to jot a note or too is needed.

SECTION STANDARDS

CONTACT INFORMATION

- You must include your name, address, phone number, and e-mail address.
- Include your website address only if the web page reflects your professional ambitions. Personal websites with unprofessional content should not be referenced, and may need to be removed entirely.

OBJECTIVE

- Objectives are not always needed.
- Use one or two succinct phrases to express your employment goal.
- If you need sponsorship for an H1B visa you may also include that here.
- Do not state what you want to learn, but what skills you can contribute.
- Your objective must be specific.
 - (Too general) – “To gain experience in the field of Informatics.”
 - (Better, but not good enough) – “Seeking a full-time position in a technology-focused business environment.”
 - (Specific) – Seeking a full-time web-developer position utilizing proven skills with HTML, JavaScript, database implementation, and content development.

SUGGESTION - Tailor your objective to each employer and every job you seek.

EDUCATION

- Include school name, city, state, date of graduation, degree, major, cognate, minor, GPA.

- Cumulative GPA should be listed if above 2.5. List major GPA as well if higher than cumulative.
- If you have more than one degree, list most recent education information first.
- Do not include your high school.

SUGGESTIONS

- Describe your capstone project (informatics undergrads) in a few short phrases.
- You may want an additional section of your resume where you list titles and descriptions of relevant coursework. It can go under education or as its own category.

EXPERIENCE

- Experiences must be in reverse chronological order, most recent first.
- Must include title of position, name of company/organization, location (town, state), dates of employment, and bullet points that describe your job.
- Do not include: reason for leaving, salary history, exaggerations, names/ phone numbers of supervisors, things you plan to do in the future

BULLET POINTS

- Begin each point with an action verb.
- Use the appropriate verb tense (present tense for current employment and past tense for past employment).
- Bullet points should include Skill + Duty + Accomplishment.
 - Skill = Action verb, i.e. Developed.
 - Duty = responsibility: i.e. - Developed Company A's first website.
 - Accomplishment = Developed Company A's first website using Java and HTML, and generated approximately 10,000 potential customer hits weekly.

SUGGESTION - If all your experience is technology related or related to the job you seek, you may want to title the section "Relevant Experience."

TECHNICAL SKILLS

- You want to separate skills into categories. Vertically place the category that most relates to the job and/or that you are most proficient in, at the top. Horizontally, place skills in order of importance to job. Example:

Languages: Java, Visual Basic, Scheme, C/C++

Platforms: UNIX, Microsoft Windows, Mac-OS, and DOS

Databases: Structured Query Language, MS Access, FoxPro, Oracle

Web development: Front page, Java Script, Cold Fusion, HTML, XML

Miscellaneous: Adobe Photoshop, Illustrator, Page Maker, Quark Express

REFERENCES

- Do not include names of your references on your resume (References are a separate page not to be turned in with a resume unless requested by the employer).

ADDITIONAL SECTIONS - You might need additional sections. Some suggestions include:

- Relevant Projects
- Volunteer/Clubs/Organizations
- Activities/Interests
- Honors/Awards
- Relevant Coursework
- Publications
- Presentations
- Professional Memberships / Conferences