

. resume tips .

1. Your objective should be succinct & employer focused.
2. Use a “Relevant Coursework” section to help employers understand your degree.
3. Include your capstone project title and short description.
4. Use bullet points beginning with action verbs to describe experiences.
5. Quantify & describe outcomes or accomplishments.
6. Experiences should be in reverse chronological order.
7. Include a Computer or Technology Skills section.
8. Extra-curricular involvements are important to employers.
9. References are on a separate page. Only give out when asked.
10. Layout & formatting should be clear, balanced, & consistent.
11. No spelling, punctuation, or grammatical errors.
12. One page! (Grad Students may go beyond on occasion).
13. Hardcopies printed on quality resume paper.
14. Have 1-2 people edit/review your resume.
15. 30 seconds is an avg. glance of your resume – be clear and concise!

Remember

- ⊕ Follow-up with the employer within one week of sending your resume
- ⊕ Your resume gets you an interview; your interview gets you the job.
- ⊕ Bring extra copies to an interview.