

RESUME GUIDELINES

The main purpose of a resume is to persuade a potential employer to interview you. It is a summary of your abilities, accomplishments, and experiences. This guide is an *introduction* to writing your basic job/internship search resume.

- One-page resumes are preferred for most fields. (Two-page resumes are appropriate if you have a great deal of relevant experience.)
- Keep your formatting clear and consistent.
- Have others proofread for clarity, grammar, and spelling. (Make an appointment with a Career Counselor.)
- There are two basic resume formats *reverse chronological* and *functional*. Artists may also consider using an infographic format or a resume that demonstrates one’s creative skills.

The following categories are typically included in a reverse-chronological resume (dated categories starting from the most recent) however, your particular situation will dictate those that are most appropriate for you.

Categories	Basics to Include	More to Include/Tips
Name/Contact Information	<ul style="list-style-type: none"> ✓ Full name or name you wish to use ✓ Local and/or permanent address ✓ Phone number(s) and email address 	<ul style="list-style-type: none"> ✓ URL to your website, portfolio, blog, professional social media ✓ Use appropriate email (name, initials)
Qualifications Summary <i>(optional)</i>	<ul style="list-style-type: none"> ✓ Highlight key skills and expertise ✓ Snapshot of qualifications focused on the position 	<ul style="list-style-type: none"> ✓ Can be bullets, a brief paragraph or both
Education	<ul style="list-style-type: none"> ✓ Institution, school/conservatory, location, degree, (expected) grad date ✓ All majors/minors; GPA if above a 3.0 ✓ All relevant institutions; study abroad 	<ul style="list-style-type: none"> ✓ Specialized training/ workshops/ instruction in your field ✓ Senior Project (if it doesn’t fit into another category)
Related Coursework <i>(optional)</i>	<ul style="list-style-type: none"> ✓ Coursework- even if outside your major - that is relevant to the position 	<ul style="list-style-type: none"> ✓ Be sure to focus this section on what you are applying for
Experience	<ul style="list-style-type: none"> ✓ Paid employment, internships, freelance, gigs, performances and more ✓ Organization name, location (city/state), job title, dates of employment (month/year – month/year), and a brief job description ✓ Concise and concrete descriptions; Action verbs to describe responsibilities/skills ✓ Specific relevant details of the experience 	<ul style="list-style-type: none"> ✓ Emphasize results/accomplishments! ✓ Don’t lead with “Duties” or “Responsibilities”; avoid “I” statements ✓ Demonstrate what YOU accomplished & the skills YOU used ✓ Include transferrable and career specific skills/experiences ✓ Quantify when you can. Show results!
Related Experience/ Professional Experience	<ul style="list-style-type: none"> ✓ Related experience can be a separate section that focuses on relevant experience 	<ul style="list-style-type: none"> ✓ Can separate into individual sections (see below)
Arts Experience Sections <i>(optional)</i>	<ul style="list-style-type: none"> ✓ Freelance Gigs Projects ✓ Exhibits Performance ✓ Teaching Fellowships Residencies 	<ul style="list-style-type: none"> ✓ See the resume examples in our <i>Artist’s Guide</i> for additional resume categories for artists
Skills	<ul style="list-style-type: none"> ✓ Computer, foreign language, or other technical skills, even if you are less than proficient in them; All arts/creative skills ✓ Characterize your level of ability as “familiar with,” “knowledge of,” or “proficient in” 	<ul style="list-style-type: none"> ✓ Skills specific to your field ✓ Skills may be broken down into separate categories or sub categories
Honors and Awards <i>(optional)</i>	<ul style="list-style-type: none"> ✓ Honors, scholarships, or awards you have received 	<ul style="list-style-type: none"> ✓ Educational, community and outside organization honors
Activities/Leadership/ Athletics <i>(optional)</i>	<ul style="list-style-type: none"> ✓ Student organizations, student government, athletic teams and other involvement 	<ul style="list-style-type: none"> ✓ Emphasize leadership roles, if any ✓ Can be listed under Experience instead if related
Volunteer/Community Service <i>(optional)</i>	<ul style="list-style-type: none"> ✓ Steady or sporadic volunteer experience/service learning 	<ul style="list-style-type: none"> ✓ If steady (ex: once a wk. for 6 m) can be included in Experience/Related Experience instead
Interests/Hobbies <i>(optional)</i>	<ul style="list-style-type: none"> ✓ Adds a personal dimension to the resume that can’t be expressed in another section 	<ul style="list-style-type: none"> ✓ Travel experience may be included ✓ Show career focus in other areas