

Keep it to one page

Your resumes should only be one page in length. A good rule to follow is one page for every 8-10 years of experience. However, graduate students who have worked for several years may require more than one page

Ensure the formatting is clear, concise, and consistent

Be sure your resume is easy to read with clean, simple lines and equal amounts of text and white space. Use a font that is readable, no smaller than 10 point or larger than 14 point. Be consistent with your formatting techniques and use boldfacing and italicizing sparingly.

Include items that are most relevant to the position for which you are applying

Your resume should include skills, experiences, coursework, projects, and activities that are the most relevant and significant to your career goals. You may need to take some time to brainstorm what experiences are most related to your goals. Be sure to include the most relevant information/sections toward the top of your resume.

Write action- and results-oriented bullet points

In order to communicate your major accomplishments to an employer, it is important to write impactful bullet points within your relevant experience section. You want to list the accomplishments that would be of interest to an employer and translate your experience into results, quantifying whenever possible. Sometimes this can be the most challenging part of writing a resume. Try to use this formula when writing your bullet points:

Accomplished [x] as measured by [y] by doing [z]

In other words, start with an action verb, measure what you accomplished, and describe what you did to achieve your goal. Avoid lengthy sentences or paragraphs and focus on concise, impactful statements.

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Highlight class projects or research

A project or research section on your resume can emphasize your technical and teamwork skills. List the name of the project/lab as well as the semester in which it was completed. Your projects should be listed from most recent to least recent. Use action-oriented bullet points to describe the project including your role, the purpose of the project, and result of your work.

Include extracurricular activities

In the activities section of your resume, list any clubs or organizations which you are an