

Resume Guide

Writing an effective resume can be a time-consuming process, requiring several drafts and patience on your part. This process will prove to be valuable during interviews, as it requires you to reflect on your past experiences, your skill set, and how it applies to your career goals.

Format:

Be consistent with your formatting – for example, if you bold organization names, do so throughout your entire document. This shows an employer that you are detail-oriented, which is an attribute many employers seek.

Formatting tips:

- Font: easy to read and professional, use black ink only
Acceptable fonts include: Times New Roman, Calibri, Gill Sans MT, Arial, etc...
 - Font size: 10-12 point throughout; name should be larger (14-16 point)
 - Margins: Anywhere from .5"-1" around your whole document
- Avoid using horizontal or vertical lines or unnecessary punctuation
Do not use any: italics, script, parentheses, brackets, shading or any graphics

Action Verbs:

- Begin each bullet point with a strong action verb written in first person
- For positions in which you are currently involved, use verbs in the simple present tense, such as: Collaborate, Coordinate, Research, Communicate, etc...
- For positions you previously held, use past-tense verbs, such as: Created, Facilitated, Conducted, Analyzed, etc...
- Make sure to focus on verbs that communicate the skill set that the employer is seeking. You may also view the list of action verb suggestions on our website

Keep in mind:

- Pay careful attention to spelling, punctuation, grammar, and style
- Email should be professional (example: firstname.lastname@gmail.com). Use school email if you do not have a professional email
- List education and experience in reverse chronological order
- Keep descriptions clear and to the point
- Resume should be 1 page, unless you have several years of post-graduate experience
- Tailor your information to the job, internship or other position you are seeking
- Do not include any demographic information (age, race, gender) or any photographs on your resume

“Resume Formula”

Four key areas to think about that will help you add bullet points to your internship/job descriptions:

1. Describe the tasks you complete(d), projects, and responsibilities
2. List and describe all accomplishments
3. Discuss all transferrable skills that pertain to a career you are seeking
4. Quantify where possible and be specific in descriptions

Next steps >>> Post to ProfsJobs and begin job searching

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