*GENERAL RESUME TIPS*

*\*The following are guidelines for creating an aesthetically pleasing and professional looking resume. It is important to realize that there is not a specific correct format and that designing your resume so it best represents you professionally is ultimately what matters most.*

*-Header Topics*

* Name (first and last, bold/noticeable)
* Major
* Minor
* GPA (some people differentiate between major, minor, and overall)
* Exams (passed or planning to take within the next year)
* Date of Graduation
* Contact Information
* Address

*-Sub Topics*

* Objective
* Experience
* Education (possibly included in header information)
* Leadership
* Relevant Coursework
* Extracurricular (clubs, activities, volunteer work, honors societies etc.)

*-Content*

* Brief, precise yet accurate and informative explanations of your previous accomplishments are generally preferred by readers
* Use explicit and quantitative descriptions where possible
* Avoid excessive use of “flowery language” with general explanations
* Exaggerating your accomplishments typically gets picked up on by recruiters
* A list of skills (for example “sufficient with Microsoft Office”) is usually disregarded unless they’re highly technical or backed by a certification/designation
* Provide locations and dated time frames for accomplishments and experience
* Use resume verbs - here are some examples:

Referred

Supervised

Produced

Solved

Collaborated

Coordinated

Solicited

Reported

Appointed

Analyzed

Organized

Facilitated

*-Aesthetics*

* Using different fonts that correspond to different types of sub-headers, content or descriptions can be helpful
* Underlines, bold font and/or italicization is recommended for differentiation of headers and titles
* Bullet points
* Limit to one page (resumes over two pages will most likely be disregarded)
* Uniform margins and spacing between sections

*Make sure to send in your completed resume as a pdf file to* [*actsci@msu.edu*](mailto:actsci@msu.edu) *so it can be included in the club’s resume book*