

# Resume Tips

## Overall

One page  
0.5- 1 inch margins  
Black Font  
Section Headers and Bullet Points  
Lines to Organize information

## Personal Information

Name  
Phone Number  
Email  
City  
Objective

## Education

Institute  
Location  
Graduation Date  
Major  
GPA/Rank

## Experience

Organization/Company  
Position title  
Describe each role with an action verb in a phrase

## Activities

Organization, School  
Title/position  
Dates  
Description- emphasize leadership experience

## Skills/ Interests/ Awards

Can any combination of these  
Can include languages, certifications, scholarships



**CAREER CENTER**  
**RESOURCES ON RESUME**