



# Resume Resources

## First Steps:

- Visit the *Resume* section of the Center website, under *Students*.
- Explore the resume samples section to find one that may work for you.
- Utilize online resources to easily and quickly create an impressive, professional resume, which you can share online or download and print.
- Compare your resume to the checklist below to ensure that it meets the criteria for a winning resume.
- Print a copy of your resume and bring it with you to our walk-in hours, which are located in our Student Life Center office on Mondays and Tuesdays from 2:00 – 4:00 PM, Fridays from 10:00 AM – 12:00 PM and in the Commons Center, #217 on Wednesdays and Thursdays from 11:00 AM – 2:00 PM.

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## Resume Checklist:

### Contact Information

- Name:** Make it the largest font on your resume, so your name stands out (16-18 pt). Your contact information can be a smaller font (10-12 pt).
- Address (optional):** Include your permanent address and/or school address.
- Phone number:** Be sure your voice mail sounds professional when you answer.
- Email address:** Avoid using “cute” or inappropriate email usernames.
- Include the URL of your website if you have one and **only** if the content is appropriate for employer viewing.
- Remove any automatic hyperlinks on your email address and URL.
- You may want to include a statement at the bottom of your resume that lets the reader know that you have a professional portfolio for review/to share.

### Objective (Optional)

- Keep your objective **short and concise**
- Eliminate personal pronouns** such as “I” and “my” from your objective and in your resume.

### Education

- List degrees in reverse chronological order (most recent listed first).
- Spell out** names of degrees (i.e. “Bachelor of Science”, not “BS”).
- Emphasize your university by placing it **before** your degree and in **bold**.
- Include the **city and state** after the institution name (there is no need to include the zip code).
- List the month and year of your graduation. (i.e., if you are graduating in May 2014, write “May 2014”).
- Include GPA if it is 3.0 or above or if it specified in the job posting, and use “GPA” (not “G.P.A.”). Round the number up (i.e., 3.25, not 3.249).
- If you have completed a study abroad experience, include it in the education section.
- If you financed your education, indicate so. For example, “Maintained a 3.5 GPA while working part-time to pay 75% of tuition.”

Vanderbilt University Career Center

PMB #407780 • 310 25th Avenue South, Suite 220 • Nashville, TN 37240-7780  
tel 615.322.2750 • fax 615.343.4448 • www.vanderbilt.edu/career

## Experience

- List your experience beginning with the most recent position (reverse chronological order).
- Include full-time and part-time jobs, paid/unpaid internships or practica, and volunteer work especially if it is related to your desired job.
- Use bold print and/or italics to highlight your *job title* and **company/organization name**.
- Include **city and state** for employer location, not the complete address.
- When listing dates, you may include the **month and year, semester and year, or just the year** of employment, but be consistent throughout with the format. It is not necessary to include exact dates.
- Do **not** include information such as salary, supervisor's name, etc.
- List job descriptions/duties using **bullet points** instead of writing them in paragraph form.
- Use **strong action words** to describe your work experience. Avoid passive phrases such as "responsible for" and "duties included". **Eliminate personal pronouns** (I, me, we) and articles (a, an, the).
- Use appropriate **verb tense**. Use present tense action words to describe present employment experience and past tense action words to describe past employment experience.
- Include numbers to **quantify** experience where possible. For example, # of employees supervised, \$ amount of budget managed, # of workshops taught or projects coordinated, \$ amount saved by your ingenuity.
- Focus on your accomplishments/results and how you were valuable to past employers instead of your responsibilities. Instead of "*Responsibilities included implementation of policies and procedures, training of new employees, interfacing with subordinates and vendors,*" try "*Worked with staff and vendors to increase product turnover by 15% and sales by 23%. Trained 14 new employees, 5 of whom were rapidly promoted.*"

## Skills

- Include computer and programming skills and name the software programs in which you are proficient.
- Include applicable language skills. (Non-native English speakers should not include English, it is assumed).

## Additional Categories

You may also include some of the following categories if applicable:

- Honors/Awards
- Extracurricular Activities
- Volunteer/Community Service
- Certifications/Licenses
- Course Projects
- Research
- Publications
- Presentations

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## General Resume Guidelines

- A resume is a marketing tool, not a complete job history. Include **only** the items that will help you get the job you want. Leave off superfluous information. Try to **target** your resume to a specific position or industry.
- Your resume should be **one - two full pages** in length, but preferably one full page.
- Your document should look **balanced**, pleasing to the eye, and **easy to read**.
- Your resume format (bolding, italics, etc.) **must be consistent** throughout your document.
- The body text font size should be **between 10pt and 12pt**.
- Use consistent and **proper punctuation**.
- It is not necessary to include a list of professional references nor the statement, "References Available Upon Request." Your reference list should be a **separate** document.
- Run a **spell check AND proofread** carefully. Have at least two additional people review your resume.