



resumes

FORMAT

- Keep your resume one page unless you have extensive experience
- Do not use I, me, my or personal pronouns
- List education and experience in reverse chronological order

WHAT TO INCLUDE

Contact Information

- Name
- School address or permanent address (when relevant)
- Phone number
- Email

ⓘ Be sure your email and voicemail are accurate and businesslike

Objective

Clearly state your job, field or career goals. Include what you can offer the employer.

Summarize Qualifications/Skills

List your top 3-5 skills or competencies related to your target jobs (make sure to include if you're bilingual).



Education

- University
- Major / Minor (optional)
- EXPECTED Graduation date
- GPA – only if it is above 3.0
- Do not include high school information if you are a junior or above

Experience

- Include job title, organization, city, state, and dates of employment (month/year – month/year)
- List full- or part-time jobs, internships
- Use bullet points or paragraphs as needed
- *Past tense* for previous positions and *present tense* for current position
- Start each line with an action word (see examples to the right)

Activities/Involvement/ Leadership, etc.

- Include any sports teams or clubs you were a part of, including the years you were involved
- Add volunteer work here, or any miscellaneous projects/studies you were a part of

References

Include on a separate page and provide at the interview.

EXAMPLES OF ACTION WORD

Accelerated
Administered
Alleviated
Appointed
Collaborated
Consolidated
Demonstrated
Designed
Developed
Diagnosed
Directed
Executed
Gathered
Influenced
Maintained
Monitored
Obtained
Organized
Persuaded
Prioritized
Produced
Publicized
Recommended
Researched
Revamped
Strengthened
Structured
Supervised
Undertook

RESUME SITES

Visit the Career Services page on the student portal and click on the "Resume Target" link

MORE HELP

want more information? need help?
check the student portal
or make an appointment

708-209-3033 career.services@CUChicago.edu



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OFFICE of CAREER SERVICES