

---

# RESUME RESOURCES

---

## General Resume Guidelines

- Resumes should be **one page in length**.
- Be sure your resume is visually interesting and pleasing to the eye. There should be plenty of white space on the paper to make it **easy to read**.
- Your email address should be **professional** -- don't use anything like hotstuff@hotmail.com
- Use a standard font like **Calibri** or **Times New Roman** that is easy to read and stick with it. The font size should be 11 or 12 points.
- Bold, CAPITALIZE, underline, or italicize headings to make them stand out and **be consistent**.
- Double space between sections. Single space within sections.
- List job information (company name, city and state, job title, dates) in the same order from one entry to the next. List entries in reverse chronological order (most recent experience first).
- Be sure there are no errors - typographical, spelling, punctuation, grammar, accuracy of information. Spell check your resume. Ask a friend to proofread it for you.
- Use bullet points with short statements to describe experiences. Put the most important information on the first line under each entry. Start each with an action verb.
- Never use first person point of view (i.e. "I completed... or I facilitated...").
- High school information is not needed.
- A reference list should not be included on your resume.

## Resume Components

Your resume should be a ONE PAGE snapshot of who you are. As you prepare it for your internship with the Chicago Semester program please include the following sections:

### CONTACT INFORMATION

- Name
- Address (just list your home address)
- Personal cell phone number
- E-mail address

## Resume Components cont'd

### **OBJECTIVE**

- A brief statement about the kind of internship that most interests you (Note that your internship interests are already stated in your profile, which is distributed to potential sites alongside your resume. So in the case that you have relevant experience and no space, it is safe to omit this section.)

### **EDUCATION**

- College or university and its city and state
- Degree
- Date of degree (or degree expected stating month and year, i.e. "Anticipated May 2018")
- Major field of study, Minors
- GPA if above a 3.0/4.0; use, at most, two decimal places

### **RELEVANT COURSEWORK AND OFF-CAMPUS STUDY**

- Please list 4 – 6 courses that are relevant to the type of internship you are seeking and any off-campus study in which you have participated. This should be included even if your major is something where there is a fairly predictable set of courses as you are competing with students from other schools and you may be at a different level of experience than those other students.

### **WORK EXPERIENCE**

- List work experience in reverse chronological order, starting with your most recent position.
- Include company name, city and state, job title, and date for each position – aligning the date to the right margin of your document (you can use the right tab tool).
- Use bullet points to highlight skills learned and tasks completed – at least 2-3 below each position.
- Use action verbs to describe accomplishments (e.g. supervise, coordinate, assisted, planned). Present tense should be used for current work. Past tense action verbs should be used for past experiences. Always from third person point of view.
- Quantify your experience as much as possible - e.g. "Supervised 18 lifeguards" or "Dance Marathon raised \$15,000 for charity".

### **HONORS/AWARDS**

- List activities and honors, describe skills gained, leadership roles and include dates of involvement.

### **OTHER RELEVANT SKILLS**

- List computer programs with which you are familiar or special certifications.