Tips on Improving Your Resume

This document has information on **both sides** of this page. If a section is marked by a certain letter on this sheet, it will correspond to the same letter on your resume that the reviewer writes so you know where the correction is needed.

Resume Heading/Objective

- ☐ A: Your name should be no smaller than 16 pt. font
- ☐ B: You don't need to include 2 addresses, use the one that is closest to the job you are applying to
- ☐ C: The email should not be hyperlinked (right click and select remove hyperlink option)
- ☐ D: The personal contact information takes up a lot of space, it may help to spread the information by combining on fewer lines by doing things such as putting in two or more columns
- ☐ E: The order of the information on the resume is generally: 1) personal contact information; 2) educational information; then the remainder of the sections in order of most important for the job applying for
- ☐ F: The heading for the resume and reference page need to match
- ☐ G: The objective is optional since you usually talk about your objective in the cover letter. However, if you are going to include an objective, it needs to be specific to the job you are applying for and should reflect what you include in your resume later
- ☐ H: Include some skills/strengths into your objective statement

Education

- ☐ I: You should list the university's name, as well as indicating the city and state the university is in
- ☐ J: You do not need dates that you attended your current university – Just your graduation month and year is necessary
- ☐ K: List your degree as a "Bachelor of ___" and your major/minors should be in the form: "Major: ___". If your major is listed in the your degree, then you don't have to relist your major, but do state your minor.
- ☐ L: The general rule is to include any GPA that is a 3.0 or higher on the resume. Anything below that is optional. You can also put your major GPA if that is more impressive. Some employers screen out resumes that do not have GPA, if your GPA is not very high you may need to explain what factors led to that.

Experience/Bullet Points

- ☐ M: No periods on bullet points
- ☐ N: List in bullet points, not paragraphs for Experience section
- ☐ O: Dates for Experience need to include months and years (or if you use seasons like "Fall" you should remain consistent)
- ☐ P: Highlight your relevant experience but putting it in a section on its own and give it a descriptive title. There are many ways to title your experience sections. View our samples resumes for examples: www.snc.edu/careers/employment/resources
- ☐ Q: Start with an action verb, present tense for present job/activity, past tense for past job/activity
- ☐ R: Use better active/varied verbs
- ☐ S: Quantify your bullet points (how many people you worked with, how much money did you raise)
- ☐ T: The best resumes describe job tasks, skills, and concrete accomplishments accurately and completely while still being concise. Effective use of language is the key to conveying your marketable talents to employers. Depict your experience clearly, so they will understand exactly what you learned and what you'll bring to the position you are applying for. You can add depth to your descriptions by explaining the quality and quantity of the actions you have performed

Examples:

Good: Opened and closed store

Better: Given responsibility to open and close store after demonstrating my reliability to management

Best: Performed opening and closing responsibilities over 150 times having received the trust and confidence of management for quality work and attention to detail

Good: Trained new employees

Better: Trained over 20 new employees in proper procedures and company policy

Best: Trained over 20 new employees after impressing management with dedicated work ethic, knowledge of all procedures, and the display of leadership skills

Skills

- [ ] U: Should include skills that are relevant for the position and should not be basic skills unless you are responding to a specific skill listed in the job posting – make sure to provide evidence for skills within your skills section
- [ ] V: If you list a skill, do not minimize the skill in your description, be accurate but make it sound more impressive (example: not "Some Spanish," but "Conversational Spanish" or "Spanish communication skills")
- [ ] W: When listing computer and software skills, employers almost always assume you have basic Microsoft Office and Internet skills, so it is not necessary to include those. It is more appropriate to include more specialized or specific software if relevant

Honors/Activities

- [ ] X: List the years involved and list them in reverse chronological order
- [ ] Y: After Freshman year, you should be replacing high school activities/honors with activities/honors from college
- [ ] Z: Any scholarships/awards should include what they were for: "Presidential Scholarship for Academics," etc.

Formats and Other Information

- [ ] aa: Write out abbreviations, you should avoid using them whenever possible
- [ ] bb: The order of each section should be reverse chronological with most recent activity listed first
- [ ] cc: Your resume should not exceed 1 page, unless you are applying for a teaching position. If you have a second page it should include your last name and page number
- [ ] dd: It is best to have a one page resume; some tips include a font size between 10-12, with margins no smaller than .5"
- [ ] ee: You could save more space and have this resume look more balanced by having these bullet points in 2 columns
- [ ] ff: You need to be consistent with type and size of font
- [ ] gg: You have spacing issues on the document (not uniform or even)
- [ ] hh: Font is too small/   large/   hard to read
- [ ] ii: Resume is too difficult to navigate through – needs to be organized better
- [ ] jj: Resume is missing sections: _____
- [ ] kk: Use words that are part of your everyday vocabulary, do not use unusual or difficult words trying to impress
- [ ] ll: You should include a "Relevant Coursework" section to talk about more relevant experience and skills since you have not had relevant experience outside of coursework
- [ ] mm: It is recommended that you do not use a resume template
- [ ] nn: It is recommended that you visit a Career Counselor to improve your resume. You can schedule an appointment by calling (920)403-3040 or email careers@snc.edu. Our office is located in Todd Wehr Hall 215.

Additional Resources

For additional resume information please refer to our Resume Guide located on our website:

www.snc.edu/careers/employment/resources

Stop by The Office of Career & Professional Development (Todd Wehr Hall 215) for walk-in hours: Mon 1-4 p.m., Wed 1-4 p.m., Thurs 1-4 p.m.