

RESUME TIPS

THE DO'S AND DON'TS OF ROCKING YOUR RESUME



RESEARCH
the organization

INVENTORY

create an inventory of experiences, community service, campus involvement, specialized coursework or projects, skills and relevant information



TARGET
the specific position

EMPHASIZE
marketable and relevant skills



KEEP IT CURRENT

BULLETS ● ● ● ● ●
use solid round bullets

- ORDER MATTERS**
- 1 most important qualifications first
 - 2 most recent experience first

REVIEW IT

have your resume reviewed at the Center for Career & Professional Development



INTRODUCE YOURSELF

Don't submit without a Cover letter



BE CONCISE

Don't write in paragraphs

Don't include everything you've ever done
HIGHLIGHT EXPERIENCES
that show transferrable skills for the job



BE HONEST

Don't lie about your experience



GIVE EXAMPLES

Don't depend on position titles to convey what you have contributed

ORIGINALITY COUNTS

Don't use pre-created templates



NO PERSONAL PRONOUNS

Don't use "I", "Me", or "Mine"

CHECK YOUR SPELLING

Don't rely on Spell Check



BE PROFESSIONAL

Don't include personal information



STUDENT
AFFAIRS

Center for Career &
Professional Development

WHAT TO INCLUDE IN A RESUME



CONTACT INFORMATION

Include your name, address (optional), cellphone number, and e-mail address in the header. URLs like your LinkedIn profile or digital portfolio address can also be included with your contact information.

EDUCATION

List your graduate and undergraduate studies in reverse chronological order.

- Include name and location of the institution, degree received or pursuing, major, minor, and graduation date.
- Include GPA only if 3.0 or higher.
- Including high school or transfer schools is not necessary.

EXPERIENCE

- Include company or organization name, city and state location, position title, and dates of involvement.
- Include full-time, part-time, summer, volunteer, internships, and other active learning projects in reverse chronological order.
- Use verbs to describe what you contributed and focus on the functions that you performed. When appropriate, quantify your duties (e.g. Exceeded sales quota by at least 60% each month).

OTHER CATEGORIES



Campus and Community Involvement



Honors/ Awards



Volunteer Experience



Skills (technical, languages, specialized, etc.)



Athletics



Research



Leadership Experience



Publications



Global Experience/ Study Abroad



Professional Affiliations/ Memberships



Certifications/ Training



Relevant Coursework/ Projects



Other Experience (non-relevant)

CONNECT WITH US!



www.careers.tcu.edu
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Revised 7/2017