



# CRAFTING YOUR RESUME

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## A RESUME...

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Is a concise picture for your skills and qualifications for a specific position, so length tends to be shorter and dictated by years of experience (generally 1-2 pages). For professional roles, use a resume to highlight your chronological work experience, relevant skills, and accomplishments.

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## JOB FIT

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Carefully review the job posting to which you'd like to apply. Identify the key skills, qualifications, and experiences the employer is seeking. Update your resume to highlight your relevant achievements and use similar language or keywords from the job posting. This helps your resume stand out and shows you are a strong match for the position.

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## GENERAL BEST PRACTICES

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**Get comfortable with your skills & experiences:** Everything you do shapes your skills and knowledge and they are all valuable

- Think about everything you've done in the past up to now
- Consider your class projects, volunteer work, part-time jobs, research position, publications, side projects, etc.



**Stay Organized:** Create a master resume or list of all your educational, professional, and personal accomplishments

- Continue to update and refer back to as you progress through your career



**Google yourself.** Take time to review your social footprint.

- Be mindful of what is publicly available
- Check your Instagram, Facebook, Reddit, X, LinkedIn – everything!
- Set to private, delete or use an alias

## RESUME CHECKLIST & FORMATTING TIPS

<ul style="list-style-type: none"> <li> <input checked="" type="checkbox"/> <b>Contact Information</b> <ul style="list-style-type: none"> <li>Name, location (city and state only), phone number, email, LinkedIn, and Github (if applicable)</li> </ul> </li> <li> <input checked="" type="checkbox"/> <b>Education</b> <ul style="list-style-type: none"> <li>List degrees, school(s), and year completed or estimated date of completion</li> <li>Include GPA if it's something you are proud of, or if it meets the minimum requirements of the position to which you are applying</li> <li>Relevant coursework applicable to the organization or the posting</li> </ul> </li> <li> <input checked="" type="checkbox"/> <b>Technical skills, Essential skills, tools, and certifications</b> <ul style="list-style-type: none"> <li>Programming languages from strongest to weakest, lab skills, etc</li> <li>Foreign languages, people management (soft skills)</li> <li>Certifications</li> </ul> </li> <li> <input checked="" type="checkbox"/> <b>Experience</b> <ul style="list-style-type: none"> <li>Company name and your job title</li> <li>Start and end dates for the position held</li> </ul> </li> <li> <input checked="" type="checkbox"/> <b>Projects, posters, and presentations</b> <ul style="list-style-type: none"> <li>Technical/school projects</li> <li>Personal projects</li> </ul> </li> <li> <input checked="" type="checkbox"/> <b>Publications</b> (only include if you have over 2)         </li> <li> <input checked="" type="checkbox"/> <b>Community and Leadership experiences</b> </li> </ul>	<ul style="list-style-type: none"> <li><b>Avoid large/distracting heading elements</b> (lines, bars, graphics, pictures etc.) Your name should dominate the heading</li> <li>It's important that you <b>research your industry</b> to see what types of introductory statements other professionals are using on their document. (ex: objective statement, summary of qualifications, career highlights, professional summary, etc.)</li> <li><b>List in reverse chronological order.</b> Start with the most recent degree and work experience backwards</li> <li><b>List Education before Experience.</b> Your degree is your most recent accomplishment and is a big selling point; you want it to be front and center.</li> <li><b>Consistency in entries.</b> Each entry should have the same format and information provided. 3-5 bulleted accomplishment statements/job duties</li> <li><b>Periods should not be used</b> at the end of bulleted statements. Dates should be aligned on the right-hand side of the page</li> <li><b>Honors/Awards:</b> list scholarships, Dean's list, President's Honor Roll, etc.</li> <li><b>Use a good file name:</b> "my resume" vs. "2026-Resume_Jane-Doe"</li> <li><b>Use a PDF or DOC file type:</b> PDF: preserve format and visual appearance of your resume or cover letter. DOC: easier for ATS software to analyze</li> <li><b>Take time to review your social footprint:</b> Be mindful of what is publicly available and be sure your LinkedIn matches your resume (if you have one)</li> </ul>
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## FOCUS ON YOUR EXPERIENCE

## REMEMBER

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| <ul style="list-style-type: none"><li>What did you?</li><li>Begin statements with action words</li><li>Why did you do it?</li><li>Describe tasks and responsibilities</li><li>How did you do it?</li><li>Use key words that demonstrate your knowledge of the field and technologies</li><li>Include programming languages and technologies</li><li>Quantify your work, providing stats or metrics when possible</li><li>Size of the dataset</li><li>Scaling code X times faster</li></ul> | <ul style="list-style-type: none"><li>Resume must be clear, concise, and to the point</li><li>Understand your audience</li><li>Tailor resume for job applications</li><li>Technical managers quickly scan resume for key skills and technologies</li><li>Communicate the most high-value information on the first page</li><li>Document each research, internship, or project experience clearly and concisely using domain-specific terminology</li><li>Be sure you can address any information on your resume if asked</li><li>Check for spelling and grammatical errors before submitting your resume</li></ul> |
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## ACTION WORDS

Demonstrate your abilities and achievements with powerful verbs

Computing	Engineering	Science	All Disciplines
Architected	Arbitrated	Assessed	Analyzed
Designed	Assembled	Classified	Authored
Developed	Conceptualized	Collected	Automated
Delivered	Devised	Devised	Collaborated
Deployed	Engineered	Diagnosed	Coordinated
Diagnosed	Extrapolated	Evaluated	Correlated
Implemented	Motorized	Examined	Facilitated
Integrated	Predicted	Researched	Presented
Restructured	Standardized	Sampled	Scoped
Re-engineered	Validated	Surveyed	Spearheaded
Segmented	Visualized	Uncovered	Steered

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## INCORPORATING AI TOOLS

Use AI as a guide – always review and personalize AI-generated content to ensure accuracy, but let your unique experiences and achievements shine through

## How to Use AI



### Resume Templates & Builders

Use AI-powered resume builders (e.g. Rezi, Resume.io, Zeyt) to generate professional templates and layouts



### Content Suggestions

Input your job title and experience; AI suggests bullet points and phrasing tailored to your field



### Keyword Optimization

AI scans job descriptions and helps you include relevant keywords to pass Applicant Tracking Systems (ATS)



### Grammar & Clarity Checks

AI Tools (e.g. Grammarly, Quilbot) review your resume for grammar, clarity, and conciseness



### Personalization

AI can tailor your resume for specific jobs by analyzing job postings and customizing your skills and achievements



### Feedback & Scoring

Some platforms offer instant feedback and score your resume for effectiveness, readability, and ATS compatibility