

# Building Your Resume

## Content

### Heading

- Contact information:**
- Email
  - Phone
  - LinkedIn Account
- \*Include 3 ways an employer can contact you.  
\*Avoid using mailing address  
**Use a professional email**  
\*Use an email address you check often. Make sure it is free of slang or profanity and is easily associated with your name.  
(jdoe@horizon.csueastbay.edu)

### Job Objective

- OPTIONAL:** A good statement demonstrates clear employment goals that show you are a strong match for the position.

### Education

- Write out the official title of the degree** you are receiving (ex: Bachelor of Science, Master of Arts).
- GPA.** Specify whether you are listing cumulative or major GPA (listing either or both is fine; preferable 3.0 or higher)
- Omit listing related/relevant coursework.** Recruiters know the coursework involved with standard degrees; therefore listing this information may only take up space.

### Experience

- Action verbs should be used to begin each bulleted accomplishment statement/job duty.**  
Avoid using statements such as "duties included" or "responsible for." Use present tense verbs for current jobs and past tense verbs for previous jobs. Avoid repeating action verbs.
- Expand on your accomplishment statements/job duties** to include the 5 W's: who, what, when, where, and why.
- Highlight honors, co-curricular involvement and/or volunteerism.**  
No need to state "member of" in front of organization name. Include leadership positions.

## Formatting

**Avoid large/distracting heading elements** (lines, bars, graphics, etc.) Your name should dominate the heading.

It is important that you **research your industry** 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.)

**List in reverse chronological order.** Start with the most recent degree and work backwards.

**List Education before Experience.** Your degree is your most recent accomplishment and is a big selling point; you want it to be front and center.

**Consistency in entries.** Each entry should have the same format and information provided. 3-5 bulleted accomplishment statements/job duties

**Bullet points were not used.** Bullet points aid in the readability and flow of your resume.

**Periods should not be used** at the end of bulleted statements. Dates should be aligned on the right-hand side of the page. They are less important than other experience information.

**Volunteerism:** Indicate the company name, location and number of hours volunteered.

**Honors/Awards:** list scholarships, Dean's List, President's Honor Roll, etc.

## Fillable Example

### Name

Email

Phone

LinkedIn

### Objective:

### Education:

### Experience:

Job/Position Title

Dates of employment

Company/Organization Name

Location (city & state)

Job/Position Title

Dates of employment

Company/Organization Name

Location (city & state)

Job/Position Title

Dates of employment

Company/Organization Name

Location (city & state)

