

A resume is a document typically required for employment and professional applications. A resume is a living document, meaning its content and format should be reviewed and updated often. Although there is no strict formula for creating resumes, this handout provides basic principles to help writers produce effective professional documents.

Purpose

A resume is a brief overview of your education, skills, and experience. A resume provides a first impression to potential employers and helps you gain an interview. The best resumes highlight individual strengths and connect them to a specific position or program. Resumes are typically no more than one to two pages in length.

Audience

The more you know about what employers are looking for, the better you can grab their attention by showcasing the skills and experience you have that connect to what they need. **Learn about your audience** and familiarize yourself with resumes from your field to mirror standard conventions for content and document design. Then tailor your resume accordingly.

Content and Organization

At the top of the first page, provide your contact information, including a professional email address. Your education or experience should also feature prominently near the beginning of your resume. In your education section, include the schools you have attended and the dates you earned or anticipate earning degrees. In your experience section, consider including all relevant experience, which includes both paid and unpaid work.

The remainder of the document should be divided into sections that help categorize your qualifications and experience. Be sure to provide applicable details like venues, dates, titles, and responsibilities. Consider briefly describing any awards or organizations that may be unfamiliar to readers. Depending on your field, your resume may include some combination of sections like these:

- Education
- Work Experience
- Honors and Awards
- Scholarships
- Professional Affiliations
- Software Skills
- Language Skills
- Volunteer Experience
- Publications

While many documents provide information in reverse chronological order, remember that the order of your content matters—the closer to the beginning, the more emphasis. As you gain experience and your resume grows longer, edit your resume to include only the most relevant information.

As you consider what content to add to your resume, avoid including information that indicates your political or religious affiliations or explicitly reveals age, race, ethnicity, or marital or family status. Avoid including outdated experiences, including high school experience, unless it is the only experience you have or is very applicable.

As you finalize the content of your resume, have others review your work and provide feedback. Proofread to ensure consistency and avoid small errors. Before submitting a tailored copy of your resume, save it as a PDF to keep the format from changing and use an appropriate, identifying title.

Formatting

The format of your resume is critical and should enhance the visual appeal of the document as well as the readability. While templates exist, customize your work to make sure you present yourself most effectively and set yourself apart from other applicants or professionals.

Font: Choose fonts that are easy to read, whether they be **sans-serif** (like Arial, Helvetica) or **serif** (like Verdana, Times). For cohesion and clarity, do not use more than a couple different types of fonts. Your name is the most important information on your resume and should be in the largest font.

Margins: You can adjust the margins to conserve space, shape the text, or maintain desired length.

Consistency: Be consistent in spacing, format, and content. Remember to make sure verbs are parallel (present tense for current experience and past tense for past experience.)

Bullets: Use bullets in subsections, especially with lists. Be concise, avoid complete sentences, and use active verbs to start phrases in bulleted sections and include measurable outcomes.

Spacing: Use lines or spaces to separate sections from each other and to provide white space: this makes your document more visually appealing. Use indentations to create space around the body text. Make your information look complete without appearing crowded.

Headings: Use headings to separate the sections of your document and increase the readability of your document. Be sure headings visually stand out from the text by varying font size and style (**bold**, CAPS, *italics*, font size). Limit the number of sections by carefully categorizing content.

Bold: Use boldface sparingly, only to make headings more visually distinct, or, even more rarely, to emphasize things of paramount importance.

Optional: When appropriate, consider using readable color to make your document more appealing. Additional design elements or formats may be acceptable (or even expected) in creative fields.

For more resume examples, visit the [University Career Services website](#).

Anthony Smith

(555) 555-5555 • anthony.smith@gmail.com • 7500 E Bulldog Ave #159 • Provo, UT 84604

EDUCATION
Brigham Young University, Provo, UT Apr 2020
Bachelor of Arts, Political Science
Major GPA: 3.84

EXPERIENCE

RESEARCH ASSISTANT Jan 2019–Present
BYU Center for the Study of Elections and Democracy Provo, UT

- Design and propose team research projects for faculty approval
- Gather, organize, and analyze data sets to address demographic voting trends
- Compile findings and co-author papers with research professionals

LAW-RELATED EDUCATION INTERN Aug 2018–Dec 2018
The Constitutional Sources Project (ConSource) Washington, D.C.

- Researched Supreme Court cases, archival records, and relevant case law
- Simplified and integrated complex legal principles into high school educational materials
- Conducted innovative data-gathering, resulting in a 100% increase in affiliate database entries

MEDIA WRITER Jan 2018–Present
The American Land Council South Jordan, UT

- Create weekly opinion editorials intended for national publication
- Manage schedule for public relations interactions with political supporters
- Conduct interviews to gather narrative content for future publications

PUBLICATIONS

“Evening the Scales: Truly Representative Voting Districts.” Manuscript in Preparation.
“Voter Gender Identification and Caucus Turnout.” *Political Science in America*. Ed. Ron Stevenson. 60.3 (2016): 649-63.

PRESENTATIONS

“University Involvement in Local Elections.” Poli Sci Student Leadership Retreat, Las Vegas, NV. USA, 2017.

AWARDS

Academic Grant. College of Family, Home, and Social Sciences, Brigham Young University. 2018.
Second Place Prize for Student Submissions. *BYU Political Review*. 2017.