

## RESUME GUIDE

### **Name**

Street Address  
City, State, Zip, Country  
Telephone  
E-mail

### **Skills**

- Unique computer skills
- Grant or budget writing
- Language skills (indicate level of proficiency) – this can also go under “education” section

### **Education**

Degree Dates of Attendance  
Institution, Location  
Majors/Minors/Concentrations/Significant Coursework

Study Abroad Institution, Location Dates of Attendance  
Significant Coursework

Language, Level of Proficiency (i.e. native speaker, fluent in writing and speaking, intermediate proficiency, basic knowledge) – this can alternatively go under “skills” section

### **Experience (Work, Intern and Volunteer)**

Position Dates of Employment/Service  
Organization, Location

- Duties performed
- Impact/difference made – quantify this when possible

### **Awards, Honors, and Scholarships**

- Name of Award, Organization, Date

### Additional Guidelines:

- Keep it to ONE page, two only if absolutely necessary!
- Use a minimum font size of 10.5, preferably 11 or 12
- Reasonably adjust margins to reduce number of pages, but make sure it will print correctly
- Use strong words and active language.
- **Save and send as a PDF in order to keep formatting intact.**
- List most current experiences first
- Make sure your e-mail address is neutral (firstname.lastname@gmail.com, for example)