

# RESUME TIPS

## FORMAT

- Your name should stand out on the page
- Choose between campus & permanent address
- Should fill the whole page, no large blank spaces
- Should be easy to quickly scan and find important information
- Education → Experience → Activities → Skills
- Name of organization & position on left
- Location & dates of participation on right
- Write dates in same format (Month Year)
- Be consistent with how you structure each section
- Use bullet points to separate descriptions

## CONTENT

- SHOW don't TELL
- No periods at ends of sentences
- Descriptions should state what you did and why it was important
- Try to keep descriptions to one line
- Be sure to mention any softwares you used on the job and what you used them for
- How you describe your job matters Part time jobs still offer valuable experience
  - For help check out:  
<http://careerservices.illinois.edu/your-experiences/>
- **PROOFREAD BEFORE SUBMITTING!!!!**
- **DO NOT LIE ON YOUR RESUME!!!!**

## EDUCATION

- Economics Major → Bachelor of Arts in Economics
- Econometrics Major → Bachelor of Science in Econometrics and Qualitative Economics
- Choose between major and cumulative GPA (X.XX/4.00)
  - Specify if using major GPA
  - If under 3.00 remove from resume
- Include other schools you completed at least a semester at (exclude summer classes)
- **DO NOT LIST HIGH SCHOOL ON RESUME!!!!**

## WORK EXPERIENCE

- List company, position, location, and dates of participation
- BE **THOROUGH** and **DESCRIPTIVE**
  - Quantify results if possible
- Descriptions should be written in a way that lets your soft/transferrable skills shine through
- Tailor your resume to the specific job you are applying for
  - Try to include information that relates to the field

## ACTIVITIES

- Set up this section identical to your experience section

## SKILLS

- Reserved for hard skills not soft/transferrable skills
- List out each skill and your proficiency with each
- Can be broken up into sections (language, computer, etc.)

