

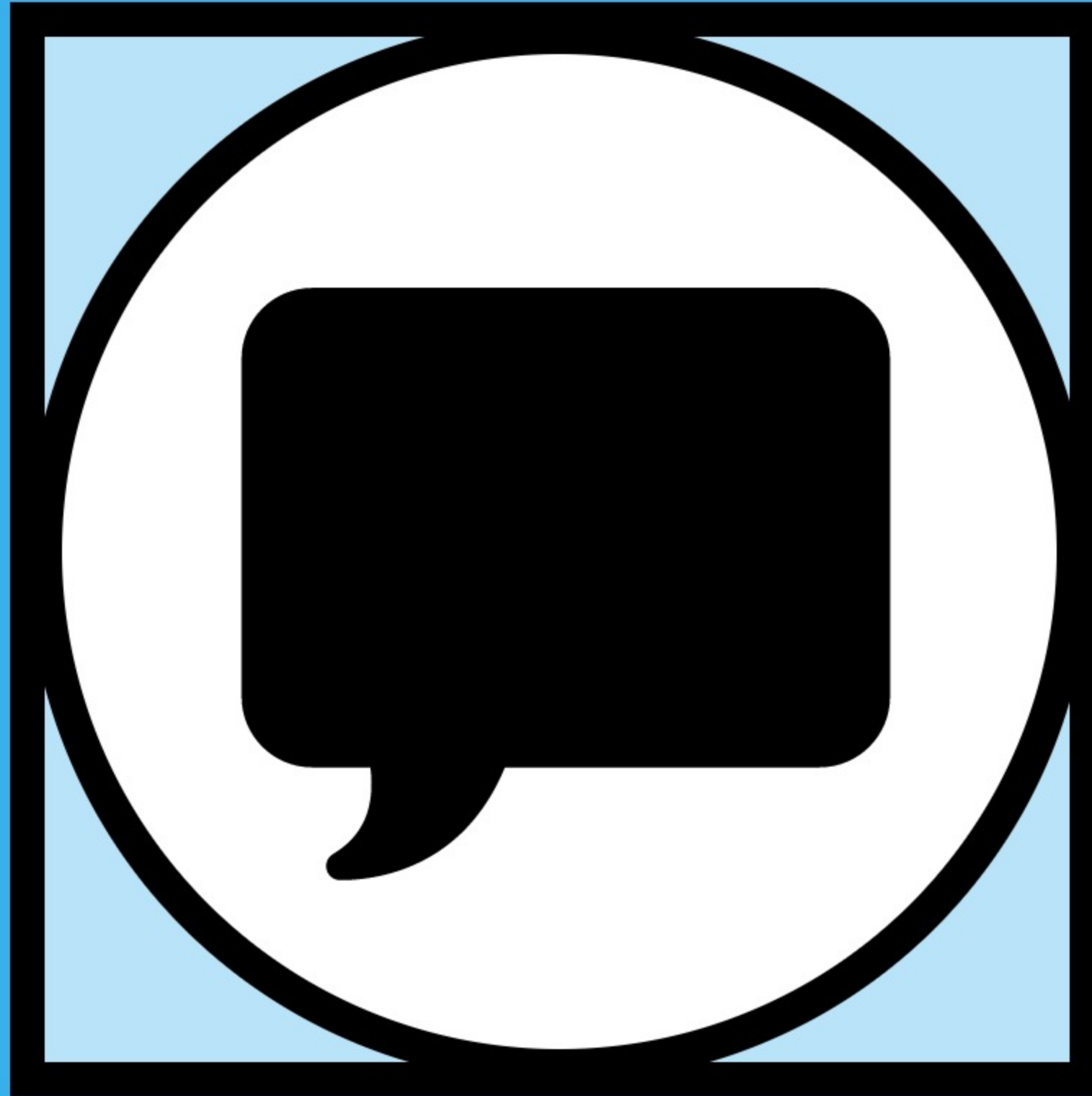
RESUME DOs and DON'Ts

GUIDELINES AND BEST PRACTICES

CONTENT



- Include the name, location, and dates for each experience
- Start your bullet points with power verbs
- Provide specific and relevant details
- Market your assets



- Write descriptions in full sentences
- Put periods at the end of your bullet points
- Be too repetitive in your descriptions
- Use first-person pronouns (I, me, my)

FORMAT



- Order sections in reverse chronological order (most recent at the top)
- Align all dates on the right-hand side
- Adjust the margins but keep them even

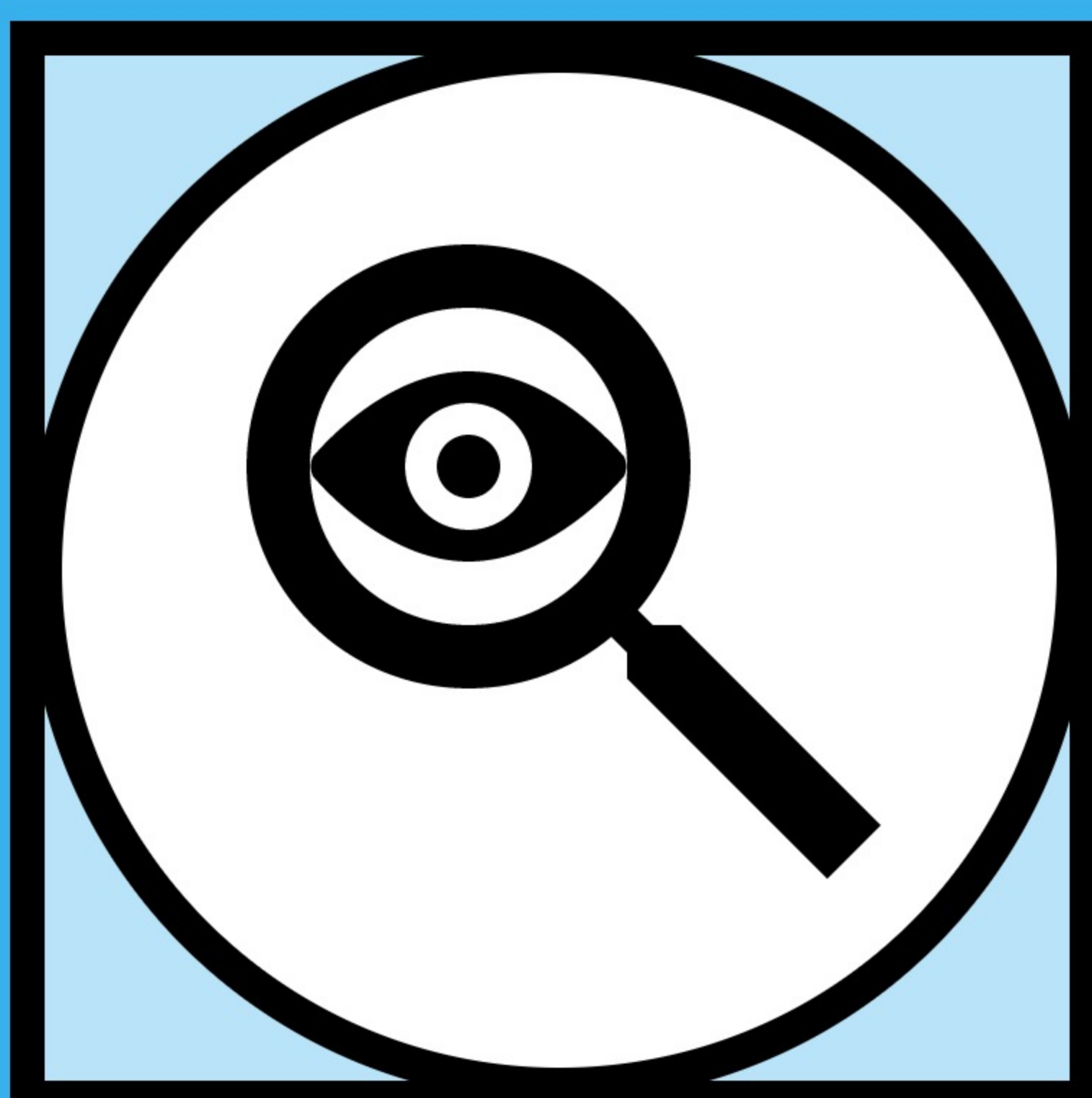


- Go over one page
- Have inconsistent spacing within the document
- Go below size 10 font
- Use hard to read fonts or multiple different fonts

REVIEW



- Proofread carefully
- Check for proper usage of past and present tense
- Zoom out to check margins and spacing
- Keep it simple and easy to read



- Miss spelling and grammar mistakes
- Forget to ask an OppNet staff member or professional to look over your resume
- Neglect to save your resume as a PDF



Full Name

Your Address, City, NY Zip Code
Phone: 555-555-5555 • Email: youremail@gmail.com

EDUCATION

High School Name, City, NY

- Grade Average: XXX
- National Honor Society, based on academic performance and leadership skills
- Advanced Placement courses in English and U.S. History

Expected Graduation June 2018

Hunter College, New York, NY

- Course: English 101
- Grade: A-

Dates should be aligned on the right-hand side and listed in reverse chronological order in each section. → **Fall 2015**

EXPERIENCE

Payless Dressy Dresses, New York, NY
Cashier and Fashion Consultant

- Helped customers choose the appropriate dress for various occasions
- Managed the cash register and booked appointments

Summer 2016

Saint Markella’s Greek School, New York, NY
Volunteer Teacher’s Assistant

- Taught children how to read and write
- Graded homework and quizzes

2013 - 2015

ACTIVITIES AND AWARDS

The Opportunity Network, New York, NY
Chosen as one of 145 high-achieving New York City students for prestigious career development program that provides access to career opportunities, professional networks and college preparation

July 2016 - Present

Best Debater, New York, NY
Awarded to the student who gave the best arguments during a mock Congressional Session in American History class

September 2015 - Present

School Leadership Team Member, New York, NY
Involve students with school activities and help resolve school-related issues; organize fundraisers and dances

October 2014 - Present

Big Brother/Big Sister Program, New York, NY
As a freshman, mentored by a senior on academic and social skills; as a junior, serve as mentor to freshmen on academic and social skills

September 2014 - Present

Perfect Attendance Award, New York, NY
Awarded for having perfect attendance this year

Fall 2013 - Present

SKILLS AND INTERESTS

- Microsoft Word and PowerPoint
- Spanish Fluency and Greek Proficiency
- **Modern, Ballet and Spanish Dance**

Font should not be smaller than 10pt so it is easy to read ←



Contact Info

Write your name on top followed by your contact information.



Education

Write your high school along with your GPA, honors courses, and academic achievements. College Now and Pre-College programs can be included, too.



Experience

Experience means any jobs, internships (paid and unpaid), and long-term volunteer commitments. Include your title and list your responsibilities as bullet points below.



Activities & Awards

List the extracurricular clubs, programs, and sports teams you participate in both inside and outside of school with a short description of your role.

Awards can be any formal recognition you received including everything from perfect attendance to best debater.



Skills & Interests

Write language skills, computer capabilities, extra qualifications, and any other interesting hobbies.



Regularly update your resume based on what you've done and where you want to go.

GENERAL REMINDERS



Always start your bullet points with a verb

Within each section, order experience in reverse chronological order

Use past tense if you ended an experience, present tense if you're still working

Provide specific and relevant details about your experience

Format and design for skimmability

Keep a master list of all of your experiences, but only use a one-page resume

Always PDF your resume and have OppNet or your Career Services proofread it before sending it out

DON'T FORGET YOUR CONTACT INFO



Address



Phone



Email



LinkedIn
(optional)

RESUME UPDATES

HIGHLIGHT RESULTS AND MARKET YOUR ASSETS



EDUCATION

Update your GPA

You don't have to list your GPA, but you should include it if it's 3.0 or above. If your major GPA is higher than your overall GPA, you can list that as well.

Consider listing relevant coursework

This is a great way to showcase skills or knowledge of a field you have learned in class that you want to apply to future internships/jobs.

Remove your high school information

After your first-year of college, you should take off your high school.



EXPERIENCE

Add your new experiences and activities

Including internships, clubs, leadership roles, community service, etc.

- Summarize your role and main responsibilities
- Market your new and improved assets
- Incorporate new skills acquired and increased knowledge of an industry
- Include major projects or presentations along with final results

Use the STAR method when possible

You want to show the reader you're qualifications, not tell

- STAR stands for Situation, Task, Action, Result
- Frame your role and accomplishments using the STAR method
- Think of how you made an IMPACT and what DIFFERENCE you made
- Connect experience to your long-term professional goals



SKILLS & INTERESTS

Start with the hard skills

This includes languages spoken, computer skills, knowledge of systems/programs, artistic abilities, writing, etc.

Add in your interests

Add interesting hobbies can show your personality and make you a unique candidate. Just remember to be specific and be honest!