Resume Writing
Getting Started

FORMAT
- Avoid using pre-made templates
- <u>Font size</u>: Titles - 12pt Body- 10-11pt
- Font Types: *Arial, Times, Verdana, Tahoma, etc.* (clear and easy to read)
- Single line spacing
- Distribute content evenly across the page for a concise, balanced look
- Stay consistent with fonts, sizing, spacing, and alignment!
- Limit to one page (there are exceptions - consult with an Employment Services specialist)

SECTIONS

1. **Heading: Contact Information**
   - Name (this should be the largest text on the page, 20-25pt font)
   - Phone number
   - Professional email address or JeffCo email address if still a student
   - *Optional information:* LinkedIn URL, portfolio/website URL, street address, professional summary

2. **Education**
   - Name of institution, City/State
   - Month/Year of Graduation
   - Degree: Major/Minor
     - Write out full degree name, i.e. "Associate of Arts in Teaching"
   - GPA if currently in school (if higher than 3.0 on a 4.0 scale)
   - Licenses and Certifications
   - *Optional:* Class/research projects, study abroad trips, athletics, or other information supporting educational goals

3. **Work Experience:** Intern or Externship, Research or Independent Studies, Full & Part-Time Work
   - Company name
   - Job title (bold)
   - City/state
   - Dates: start and end date in month/year format
     - *Ex:* Jan. 2019 — March 2020, May 2021 —Present
   - Bullet points (see Building a Better Bullet Point sheet)

4. **Skills & Certifications**: Computer hardware and software, Languages, Technical, Knowledge of Processes, Interpersonal/Essential Skills

5. **Campus/Community Involvement**: Volunteer work, club and organization engagement
   - Same format as work experience

These are common sections included on resumes. Sections and structure/format may differ based on individual experiences, each resume is unique. If you have questions, please ask us!