

RESUME WRITING GUIDE

Step 1: Input the basics.

1. Cosmetics: Your name should be no larger than 14-16 point. Margins no less than ½ inch. NO PICTURES!
2. Email addresses: Nothing cute such as babycakes@yahoo.com. Use your name such as j-jones@yahoo.com.
3. Objective statement:
 - Not necessary, but if you choose to have one, do not note that you are seeking a challenging internship (all companies believe their internships are challenging).
 - Be careful in getting too detailed. Keep it simple.
4. Education:
 - Brand your degree – make sure Bush School of Government & Public Service follows Texas A&M University.
 - If you financed 100% of your education, list that here.
5. Experience or Work History: List the company, city, state on the first line and either right tab over for the date or put the date in parentheses. Your job title goes on the next line. See step two for inputting the bullet information.
6. Activities and/or Organizational Leadership: List the organization on the first line and either right tab over for the date or put the date in parentheses. Your title goes on the next line. See step two for inputting the bullet information.
7. Awards: It is not necessary to list every award you have ever won or received. Never include the dollar amount of your scholarships.

Step 2: Marketing yourself.

- Look at the job description and circle in red the skills the employer is seeking. If you are writing a general resume then list four skills you know through research that employers seek in the area for which you plan to start your career.
- List the skills and then think about when in your past you have successfully demonstrated that skill. Also look at the list of ACTION verbs related to skill sets (linked below the Resume Guide). Do not worry about whether your example is a work experience or not.
- Now take those basic experiences and write out the story thinking about what you did, how you did it, and the purpose or results. Always quantify if possible.
- Then look at your resume and plug those examples into their appropriate place such as leadership, experience, etc.

IMPORTANT POINTS TO NOTE:

- Never use passive verbs to begin your bullets such as “acted as”, “assisted”, “participated”, “helped”, “worked on”, “responsible for”, or “aided”. These verbs do not paint a solid picture.
- Never leave the reader hanging by just listing the task. Every job has a responsibility so you want to make sure you are noting more than just the work you did.
- Do not focus on communicating too much about a project. The reader is most interested in what you brought to the project, not the project itself.
- Be careful in listing too much personal information. Listing a few hobbies might spark a conversation, but make sure you do not list too much information.
- A resume should always be only one page.
- If you right tab for your dates, use the right-tab feature to right rule your dates.
- Be consistent throughout!