How to Write Your Resume

DO NOT INCLUDE PERSONAL INFORMATION (Gender, birth date, etc.) OR PHOTOS

<div align="center">

YOUR NAME

</div>

Street Address   Phone Number

City, State, Zip Code   LinkedIn Profile URL   E-mail Address

SUMMARY

Describe your professional designation (**Example:** MBA candidate with a background in financial services) and briefly describe your major work experience, including types of organizations and areas of technical or administrative skills (**Example:** with experience in mortgage lending and consumer banking operations.) This summary section should highlight the **strongest reasons for hiring you**. Use **key words** that are in the ad or posting to sell what an employer wants. This summary should be customized for each employer and each job. For your Master Resume, concentrate on using clear language and create placeholders into which you can put your relevant skills and experiences.

EDUCATION

Rensselaer Polytechnic Institute, Lally School of Management and Technology, Troy, NY

Master of Business Administration, Concentration in _____, Expected 2014   GPA: If higher than 3.3

- List activities (those in which you had a leadership role) or honors

University of _____, City, State

Degree received, Major, Year   GPA (If higher than 3.0/4.0)

- List important activities (those in which you had a leadership role) or honors

RELEVANT ACADEMIC PROJECTS/PRESENTATIONS

Name of Project/Presentation, School, City, State   Year

- Descriptor(s) of thesis, research, analysis, results
- Use only when specifically relevant to the position/industry for which you are applying

PROFESSIONAL EXPERIENCE (include paid positions, internships, and relevant volunteer work)

EMPLOYER NAME, City, State   Year-Year

Most Recent Job Title, Year-Year

Briefly summarize any special assignments and general duties.

        Example: Responded to customer inquiries about pension funding.

Bulleted list of accomplishments; NOT TASKS; show your achievements and use numbers, dollars, or percentages.

- Show your achievements and contributions to the organization.
- Provide one to three accomplishment statements for the position.

Previous Job Title at same company, Year-Year

Responsibilities (Single statement of overall responsibilities, NOT TASKS)

Bulleted list of accomplishments

- Provide one or two accomplishment statements for the position.

PRIOR EMPLOYER NAME, City, State   Year-Year

Job Title

Responsibility statement. (Include information as above)

List of accomplishments (Bulleted)

(THE REST OF THE RESUME)

Explanation of selected sections

CONTACT INFORMATION
There is no need to label your phone number or your e-mail address. Ten digits in one of the following formats are instantly recognizable as phone numbers:
(518) 555-5555
518-555-5555

Similarly, the e-mail address need not be labeled. It should be comprised of your first and last names. No nicknames please. Do not include any information that can be misconstrued. Your @rpi.edu address is okay but you should consider a g-mail (or similar) for long-term job search use. Examples:
Mikebreslin@gmail.com = appropriate
CharlottesDad@gmail.com = not appropriate

A well-constructed LinkedIn profile is becoming more accepted as a professional representation. Employers are checking your profiles as you apply for jobs anyway. Get out in front of that process and show that you want them to look at your profile. This necessitates that you have a great profile.

EDUCATION
Be ready to shift your activities into relevant experience areas depending on the position/industry for which you are applying. "President of the Student Managed Fund" should be relevant to finance related positions. Don't let it get lost under education if it makes sense to give a more full description of it. Those extra details could show a facet that an employer finds attractive.

RELEVANT ACADEMIC PROJECTS/PRESENTATIONS
This section is not always necessary. If you have internship experience, student leadership positions, etc., you may not need to make the case for your fit using your academic projects. Examine your academic works as you think about jobs/industries of interest. Be ready to incorporate them when appropriate.

The section can also be modified to fit the job/industry. For example:
FINANCE PROJECTS
MANAGEMENT PRESENTATIONS
MARKETING PROJECTS AND PRESENTATIONS
FINANCE SIMULATION EXPERIENCE

The options are limited only by your experience and how it matches up to your industry of choice.

PROFESSIONAL EXPERIENCE
Ideally, you will use the format above, which works perfectly for those who have relevant experience with measurable impacts and accomplishments. Some of you do not. In those cases, we will create a bulleted list of detailed descriptors.

This bit of advice goes for all parts of the resume. Spend time thinking about your experiences from a stranger's perspective. You know exactly what you mean with every word you write on this document. You have mental shorthand that fills in the blanks when your language is actually quite vague. The employer does not have access to your mental shorthand. You must translate your experiences to some extent so a stranger from industry X will be able to comprehend the logic and meaning of your work.

THE REST OF THE RESUME
At this point on your document, you've made your case with your most relevant experiences. Now comes the time to sort out the rest of what you have done. Below you will see a list of typical section titles. Any of these are fine to include but it is doubtful you could fit them all.

LEADERSHIP
Employers value leadership experience. By terming it "LEADERSHIP" employers can target it more easily. This section could be populated by athletics, clubs, activities, community service, etc.; all experiences that give some demonstration of your leadership abilities. This section can overlap with the listings in "EDUCATION". Do not repeat information unless there is a strategic reason for doing so, such as for Applicant Tracking Software (ATS).

TECHNICAL SKILLS
This section can include your computer skills (software and hardware). It can also include skills relevant to your industry. Financial simulation, modeling, etc.

LANGUAGE SKILLS
When in doubt about listing a language, ask yourself this question: Would I be comfortable answering if I was asked a question in (insert language here) during the interview? If the answer is yes, list the skill. If the answer is no, list it with the qualifier "Basic" in front of it.

Only list languages in this section that are not the native language of the country in which you are applying (i.e., do not list "English" on your resume if you are applying for jobs in the U.S.).

INTERESTS
This section should only be included for a resume that is headed for Applicant Tracking Software (ATS) or online applications. This section will be populated by terms pulled from the job advertisement. The object is to create a section that will cause the software algorithm to pass your resume through so a human will look at it. Enough of the "right" language will cause this to happen.

TECHNICAL DEVELOPMENT AND TRAINING
List any training or learning that supports your job objective. These can be courses you took on your own or that an employer provided for you. (Examples: Financial Principals and Practices; Dealing with Difficult Customers; and Anti-Money Laundering)

MILITARY EXPERIENCE
List branch and rank at time of discharge; notable responsibilities

CERTIFICATIONS AND LICENSES
Examples: Microsoft Network Certification, Insurance Series 6, 63

PROFESSIONAL ORGANIZATION MEMBERSHIPS
PROFESSIONAL DEVELOPMENT
Sales and Marketing Association, Toastmasters, etc.

Format explanation
Our formatting goal is to present a resume that does not distract the reader from absorbing your experience and fit for the job. You've no doubt seen articles stating resumes receive anywhere from six to 30 seconds of attention from employers. If this is so, a single error adds a distraction. A single instance of inconsistent formatting adds a distraction. If you are only guaranteed six seconds, three distractions might amount to a quarter of the time the reviewer will look at your document. You cannot afford to lose any of that time so be consistent in your formatting and strive for immaculacy.

The font size should be no smaller than 10 pt. and no larger than 12 pt. The only exceptional cases are for careers related to design (graphic, interior, web, etc.). Times New Roman (TNR) is a safe font to use. Any resume e-mailed or uploaded in TNR will show up in TNR.

For the same reason, resumes should be very simply formatted. No tables. No breaks. We cannot predict what will happen to the formats we place on our documents. All we can do is be as simple as possible so the resume survives intact. PDF's do solve this problem but are not always preferred by employers.

The margins of your page should not exceed the default one inch on each size. They should not be smaller than .5 to .7 inches.

The adjustments of font and margin should not be done until you have the wording of your resume set. Only then will we alter font and margin size to maximize space or create a better looking document.

Pay attention to details. I challenge you to name a job where attention to detail is not a desirable skill-set. The resume is an example of your detail orientation.

Beware of extra spaces. Sentences should have only one space between words. Some will say there can be two spaces after a period. Others will say only one. Either is fine, but be consistent. I often see a single space show up at the beginning of a line:
 Mike Breslin
Mike Breslin
This looks sloppy.

The proper hyphen for listing spans of dates is as follows:
January 2012-Present
The following is acceptable:
February 2013 – May 2013
The following are not acceptable and look sloppy/unexpected:
May 2012- Present
June 2011 –December 2012
March 2010–June 2012
April 2012– September 2012

To help identify format inconsistencies, review your documents with the format revealed (push the ¶ button).