How to Create a Resume

ASDnext

A resume is a document used by job seekers to highlight their skills, accomplishments, education and work experiences. It is given to potential employers and is the first impression you make. This resource provides tips and information on how to create a resume.

What goes on a resume?

1. Contact information: name, address, telephone number, and email.
2. Summary statement about why you are interested in the job.
3. Special skills and abilities that are related to the job.
4. Educational history: high school and/or college, year of graduation and Grade Point Average (GPA).
5. Work history: where you worked, how long you worked there, and job responsibilities.
6. Volunteer work history.
7. Other skills: computer skills/programs, foreign languages spoken.
8. References.

Be Respectful

1. Look professional and be easy to read.
2. Print on white, off-white, or ivory paper. No bright colors.
3. Use a professional font, such as Times New Roman or Arial.
4. Keep the font size between 10 and 12 points.
5. Use single spacing.
6. Keep margins to ½ to 1 inch around the page.

Other Useful Tips

1. Look for examples of resumes online so you can see different structures and layouts.
2. Remember to proofread it and have someone else proofread it, if possible.