

Resume Writing

Getting Started

FORMAT

- Avoid using pre-made templates
- Font size: 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!

Resume Writing

Workforce and Employment Services • CTE 101 • 636-481-3144 • employmentservices@jeffco.edu