RESUME FREQUENTLY ASKED QUESTIONS

**Can my resume be longer than one page?** Probably not! Unless you have 5+ years full-time work experience it is best to keep your resume to 1 page.

**What address information do I include?** Typically, city, state and zip code will suffice. Most employers will request full addresses in their application, if needed.Include the address that is closest to the job you are applying to if you have both a permanent and a local address.

**Do I really need to list my LinkedIn URL and/or website on the top of my resume?**

A: Yes! Resume space is limited, while LinkedIn/GitHub/personal websites allow you to go into more depth and share audio and visual proof of your skills.

**Should I include an objective statement?** In most cases, no. Some internships or jobs request that you indicate the name of the position you are applying to on your resume, but this is rare.

**How do I write a resume without formal experience?** Include academic coursework, volunteer experience and activity involvement. Write 1-2 bullet points to expand upon significant course projects or research, volunteer experiences, or activity involvement. Highlight leadership roles in these bullet points.

**If I transferred, should I put my past schools on my resume?** You only need to list schools you received a degree from.

**Should I put High School experience on my resume?** Through the first semester of your sophomore year you can keep high school experiences and accomplishments on your resume. Generally, you do not need to list the high school you attended under “Education” unless you attended a prestigious high school and you know the employers have connections to that high school, or if you apply to jobs in communities that like to see you attended a local high school.

**Should I list my GPA on my resume?** Yes, if it is above a 3.5. List your major GPA if it is 3.5+ and your cumulative GPA is less than 3.5.

**Do I have to list all the activities I have been involved in?** You should select the activities that best exemplify your skills and interests that the potential employer will find useful. Ask yourself: Which activities were most important to you, took up most of your time, or are most relevant to your field? Narrow your list of activities by selecting only one from each similar category.

**What about my awards and honors?** A need-based scholarship does not qualify as an honor. When describing awards and honors, it does help the employer if you describe why you won it. After listing the award title, give a brief description.

RESUME DOS AND DON’TS

**Do:**

* Limit to 1 page
* Create a master resume
* Use numbers to quantify results, team size, reach of company, project timeframes
* Highlight your most relevant experiences
* Highlight the top skills employers are looking for: leadership, teamwork, written and verbal communication, and problem solving
* Put experiences in reverse chronological order
* Put current experiences in present tense, previous experiences in past tense
* Proofread and have a friend/CSC proofread
* Read sample resumes on CSC and LinkedIn

**Don’t:**

* Use more than 2 lines per bullet
* Use personal pronouns (I, my, me)
* Include a photos or other personal details (height, marital status etc.)
* Include an unprofessional email address
* Lie or claim a skill you don’t have
* List your jobs duties (focus on accomplishments instead)
* Use more than one font and one size (use 10-12 font accept name
* Don’t undersell yourself-include part-time jobs, student orgs, relevant class projects
* Do not create a duty list (i.e. mopped floors)
* Include references unless specifically requested