

# Your Resume should...

- be tailored for the job to which you are applying
- accurately capture your skills
- always be up-to-date
- be easy to read
- and be error-free!

## APPEARANCE

- ★ Separate sections for easy reading
- ★ Adequate margins and white space
- ★ Looks professional and organized

## ORGANIZATION

- ★ Highlight strongest qualifications
- ★ Bold headings for sections
- ★ Short, action-oriented phrases

## CONTENT

- ★ Contains data relevant to target job
- ★ Emphasizes transferable skills
- ★ No grammatical, spelling, or punctuation errors

**Career Services**  
Evans Hall 2nd Floor  
[www.pvamu.edu/sa/careerservices](http://www.pvamu.edu/sa/careerservices)  
[careers@pvamu.edu](mailto:careers@pvamu.edu)

For special assistance, dial (936) 261-3585

## DON'T

- Provide age, health, photo
- Provide family or marital status
- Use too many fonts/formats
- Use passive voice or word "I"

## REMEMBER

- Begin phrases with action verbs (past tense verbs for past jobs)
- Font is 10pt or larger
- Provide quantitative examples

## Contact Information

- Located at the top and includes
- Name
- Current & Permanent address
- Phone number & one email address
- Residency Status (optional, but recommended)

## Education

- Name and location of university of college
- Current degree of enrollment
- Month and year of expected graduation
- Major, minor, concentration, or emphasis
- GPA, honors, and awards
- List of other degrees or relevants higher education
- Licenses or certifications

## Experience

- Organization name, city, state (or country if not US)
- Title and dates of position held
- Position description that stresses transferable skills
- Examples of results that support your accomplishments
- Examples that demonstrate and quantify successes

## Specialized Skills

- Technology, programming languages
- Machinery/Equipment, tools
- Standard processes or methods
- Language competencies

## Optional

- Objective or statement of purpose
- Activities, affiliations, leadership (offices held)
- Class projects (recommended if you are lacking experien