



Purpose: A resume is a concise document that markets your skills, accomplishments, and experiences, tailored to a specific opening. It often determines whether you get an interview.

Guidelines

- Create in Word or Google Docs with a standard font such as Calibri or Helvetica.
- Font size 11 is recommended. Use one column only with white paper with black ink.
- Keep margins consistent using .5-1".
- Ask someone else or AI to proofread for typos. Submit as a PDF.

Header

- Your name should be the most prominent feature in the resume header. Use a larger font (size 20-24) and bold to make it stand out.
- Include city, state, phone number, professional email address and LinkedIn profile (optional). Do not include your street address.
- Below the address line put the job title you're seeking in bold.

Professional Summary

- Highlight your top achievements and key skills relevant to the job description. Ask AI to suggest key skills by pasting the job description.
- Use AI to help create or strengthen your summary.
- Keep your summary to 2-3 sentences in length.

Education

- Include institution, location, degree or certification and GPA if over 3.0.
- Showcase job relevant coursework and projects.
- Include anticipated completion date or month/year of completion.

Work History

- Include job title, company name, location and dates of employment.
- Summarize your work experience with three to five bullet points aligned with the job description. Adding numbers to show impact/results of work experience is best.
- Write a prompt with basic duties for AI to suggest bullets with strong action verbs.

Skills

- Bullet a mix of relevant hard skills and soft skills not used in the work history section.
- Best skills are those presented in the job description and your strongest job-relevant skills. Provide examples of the skill being used as opposed to a list.
- AI prompt "how can I show the skill of [skill] on a resume". Edit for your experience.

Optional to include (if relevant and space allows): Certifications and licenses, volunteer experience, awards and language proficiency.

For additional support, please email me (Rick Kraus) at krausr@hutchcc.edu or call (620) 728-4464 to set up a time for us to visit.