



**Purpose:** A resume is a concise document that markets your skills, accomplishments, and experiences. Tailor each resume to the position you are applying for, using the job description for key words and desired skills.

#### Guidelines

- Create in Word or Google Docs; not Canva or other similar programs.
- Use a standard font such as Arial, Calibri, Times New Roman or Helvetica
- Font size 11 or 12 is recommended.
- Keep margins consistent using .5-1"; left align text, right align dates.
- Don't use header/footer, text boxes, tables, or columns.
- Use simple section titles such as "Work History," "Education," and "Skills."
- Remember to upload resumes using PDF to preserve formatting.
- Proofread for typos and flow.
- Always use white or ivory stationery with black ink.
- Keep the tone professional: no slang, graphics, humor or texting abbreviations.

#### Header

- A resume header should be clear, professional, and easy to read.
- Your name should be the most prominent feature in the resume header, use a larger font (like size 18) and bold formatting to make it stand out.
- Don't use the word "resume" in your header.
- Include your city, state, phone number, and professional email address. Do not include your street address.

#### Professional summary/Objective

- The summary or objective is your first chance to tell why you're the best fit for the job. It summarizes your top achievements and skills relevant to the job.
- Search resume examples for inspiration and guidance when crafting your own summary.
- Keep your summary/objective short. It should be 1-4 sentences in length.
- Tailor each summary to the job by using keywords and phrases from the job description.

#### Work History

- Format: job title, company name, company's location, and dates of employment.
- Summarize your work experience with three to five bullet points per job.
- Start each bullet point with a past tense action verb.
- Highlight achievements instead of everyday tasks and include numbers when possible.
- If you don't have work experience, it's acceptable to use apprenticeships, volunteer work and academic projects that demonstrate your ability to perform the job you want.

## Skills

- Bullet a balanced mix of hard skills and soft skills for your resume.
- The skills must highlight your strength as a candidate and showcase your abilities to perform the job.
- The best skills for a resume are those presented in the job description and your strongest job-relevant skills.
- The professional summary/objective will highlight your strongest job-relevant skill(s).

## Education

- Where you put education on a resume depends on your career goals, work experience and resume format.
- Emphasize any academic achievements.
- Order your schools from most recent to least recent. Use bullet points to make your education information easy to read.
- If you have an incomplete degree, showcase job-relevant coursework, projects, and recognitions. Include your anticipated graduation date.

## Certifications, licensing, and training (if relevant)

- The title of the certification, course, or license.
- Name of the certifying agency.
- The date you obtained each certificate.
- The expiration date of your certificate. If you have not yet finished the course, write “In Progress” with the expected date of completion.

\*\*\*Visit [resume.com](http://resume.com) and [Hloom.com](http://Hloom.com) for resume examples.

## REFERENCES

When considering references, be sure to ask people who are willing to provide positive, specific feedback. Consider faculty, current or former supervisors and other professionals who are familiar with your work. Format:

Name

Occupation

Company name

Complete work address

Phone number

Email address

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