



THE ALL IMPORTANT RESUME

HECPS

The background is a gradient of blue, with decorative white circuit-like lines in the corners. The lines consist of straight segments connected by small circles, resembling a network or data flow diagram.

WHAT IS A RESUME?

A RESUME IS AN IMPORTANT PAPER THAT YOU WILL NEED AS YOU START APPLYING FOR ENTRY-LEVEL POSITIONS AND CAREER JOBS!

WHAT ARE THE MAIN ASPECTS OF A RESUME?

- **Professional Experience**
 - Work experience, actual jobs you've had (and are paid for), and volunteer experience.
- **Education**
 - Input your current high school and any high school extracurriculars, accomplishments, or awards.
- **Key Skills**
 - Make sure to include both soft skills and technical/professional skills.
- **References**
 - You need at least three (3) adults who can speak to your skills and capabilities

Crafting a strong header

The header should include your **full name, city and state, phone number**, and a link to your **LinkedIn profile** or **link to portfolio (if applicable)**. Make sure the contact information is up-to-date and professional — no nicknames or outdated email addresses.

JOHN DOE

City, State | 555-555-5555 | johndoe@email.com | [linkedin.com/in/johndoe](https://www.linkedin.com/in/johndoe)

Writing a compelling objective or summary

Depending on your experience level, you can choose between a **resume objective** or a **professional summary**.

- An **objective** is a brief statement outlining your career goals and is suitable for entry-level candidates or career changers.
- A **summary** highlights your experience and key achievements, ideal for experienced professionals.

When writing your summary, be concise, factual, metrics based, and job-specific.

Example:

[First sentence – sum up your background in one sentence. Years of experience plus roles/field and types of companies.]

Detailing your work experience

When listing work experience, focus on accomplishments, not job duties. Start each bullet point with a strong action verb and, whenever possible, include quantifiable achievements.

Example:

“Led a team of five team members to increase website traffic by 30% in six months through search engine optimization (SEO) and content marketing strategies.”

Highlighting your education

For recent graduates, this section can go above work experience. List your **degree(s)**, **institution(s)**, and **graduation date(s)**. You can also include relevant coursework, honors, or extracurricular activities that align with the job you're applying for.

For professionals with more than three years of work experience, the **education section** can be moved to the bottom of your resume, as recruiters are more focused on your recent work experience and accomplishments. Always list your **highest level of education** and include both the full name of your degree and the acronym next to it.

Example: Education

University of California, Berkeley | 2015

Master of Business Administration (MBA)

Showcasing Your Skills

When listing your skills, it's important to include both hard and soft skills that are relevant to the job you're applying for.

Types of skills to include:

- **Hard skills:** These are specific, teachable abilities that are often technical. Examples include proficiency in a foreign language, software expertise, data analysis, or certifications like CPA or PMP.
- **Soft skills:** These are interpersonal or people skills. Examples include communication, teamwork, problem-solving, leadership, and adaptability.

Key Skills

- **Technical Skills:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experienced in Adobe Creative Suite (Photoshop, Illustrator)
- Knowledge of programming languages: Python, Java
- Certified in Google Analytics and SEO strategies

- **Soft Skills:**

- Excellent written and verbal communication
- Strong leadership and team management abilities
- Effective problem-solving and critical thinking
- Exceptional time management and organizational skills

Common Resume Mistakes To Avoid

- **Typos and grammatical errors:** Even a small typo can make you seem careless. Always proofread.
- **Vague language:** Avoid clichés like “hard-working” or “dynamic.” Instead, use specific and measurable achievements.
- **Too much information:** Keep your resume concise — stick to one or two pages.
- People often think that a resume should be no more than one page, but as long as the information is applicable, a two-page resume is fine.
- **Irrelevant work experience:** Focus only on the most relevant roles, even if that means leaving out earlier positions. Five to six years of experience is usually sufficient. If you want to include more, add an “earlier experience” section with just the company name and title under your professional experience section.
- **Unprofessional email addresses:** Use a professional email that includes your name, not nicknames. Use a more modern email address like Gmail, and avoid AOL, Hotmail, and Yahoo (these can make your resume look outdated).