How To Write a Resume

What is a resume?

A resume is a short document summarizing a candidate's educational background, professional and work experience, accomplishments, and skills. Employers go through a pile of dozens of resumes to eventually choose three or four and call the applicants for an interview.

A resume includes the following sections

Contact information: Name - Address - Email - Telephone Number
Objective: The GOAL of the applicant consists of **one sentence** that varies depending on the position/company applied
Educational Background: From most to least recent (with dates)
Professional/Work Experience: From most to least recent (with dates)

A resume could also include

Achievements: Academic and/or personal achievements such as honors/awards/certificates
Skills: Computer, Language and Inter/Intrapersonal (depending on Job requirements)
Languages
Professional Memberships
General Interests/Hobbies
References (if required)

General Guidelines

Length: **one** to two pages, depending on the applicant's experience

Font: Standard Fonts (Arial, Times New Roman…), 10-12 in size (headings versus content)

Format/Style: Varies. Focus on **Organization**, **Clarity**, **Brevity**, and **Consistency**

It is preferable not to include:

- Age, Gender or Marital Status
- Race, Religion or Political Affiliation
- Personal or Sensitive information such as Health or Credit Card information

Final Notes:

- Sometimes, if no cover letter is required, provide a short professional summary in the beginning of 120-150 words emphasizing experience and skills.
- Proofread the resume before sending.