

Résumé Expectations and Information

Résumé writing is an important skill used throughout life. The kind of résumé you create will depend on the type of job you are applying for and your experiences. There is not one correct way to create a résumé, however, there [mistakes you want to avoid](#).

Be careful with online templates--they usually don't allow you to save or print without paying a fee. Using Google Docs or Word is usually safer.

Ask several people to review your résumé before submitting it. Everyone will have different opinions, so take the feedback that is helpful to create the best final draft.

Your résumé should include the following:

- Current information including community college and high school information
- Attractive design/format/layout
- Correct grammar and spelling
- Consistent formatting (consistent tabs/spacing/bullets/indents)
- Consistent/correct capitalization and punctuation
- Centered on page, top to bottom
- Personal information listed at top; pleasing to the eye, easy to read
- Work/volunteer experience
- Relevant skills, abilities, strengths
- References are not required. Generally, references are provided upon request and they are a separate document. You may want to mention in a cover letter that you can provide references upon request. People used as references should always be asked for permission before they are provided as a reference. It's a good idea to have the reference page prepared in the same format as the résumé so you can provide it if asked.